



Kitchen Policies and Procedures Guide

(Managed by the Hospitality Committee)

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St. Brendans Catholic Community

Kitchen Policies and Procedures

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St. Brendan's Kitchen Policies and Procedures

The kitchen at St. Brendan's is for the use and enjoyment of members & organizations within our parish community, upon request. Your help is needed and expected to keep and maintain this facility in an excellent condition to provide safe food service to all who use it.

This guide is designed to provide you with all the information you will need to use/request and enjoy the kitchen.

Safety First

As with all kitchens, there are appliances and work equipment that can be very dangerous if not handled with care. Safety guidelines, below, must be followed at all times:

1. No unaccompanied minors are allowed in the kitchen at any time. Anyone under the age of 18 must have written permission from the Hospitality Committee and all Diocesan guidelines regarding Safe Environment must be followed.
2. No person under the age of 25 will be authorized to request use of the kitchen.
3. There are two fire systems located in the kitchen

A fire extinguisher is located on the wall next to the door to be used on small fires that are NOT grease fires.

A gas system is installed above the stove. This system will activate automatically when the heat above the stove is too hot/high. This system takes all the oxygen out of the air. If it is activated, leave the kitchen IMMEDIATELY.

Pulling the lever next to the door by the large sinks can also activate this system. There is also a fire emergency exit procedure/plan posted on the walls near the doors in the kitchen. Please review the various emergency exits before you begin your event and explain to the remaining kitchen staff.

Hours of Operation

The kitchen doors (3) **must** remain locked at all times due to safety and liability issues. However, the kitchen may be used by parishioners at anytime during our regular parish hours which are from 8AM to 9PM. Upon approved request to use the kitchen, the Maintenance staff at St. Brendans will be available to open the Kitchen for you.

Process to Reserve & Use the Kitchen at St. Brendans

1. Submit a completed Facility Request Form.
2. Obtain approval to use the Kitchen.
3. Participate in Training Session to use the kitchen, if necessary.
4. Hold Event

5. Complete the Kitchen Sign-Out Sheet, hanging on the gate, indicating that all procedures were completed and the kitchen is left clean.

Training

Orientation/training sessions on the proper use of the kitchen equipment, safety and cleanup procedures are available prior to requesting the use of the kitchen when appropriate.

Contact Kelle Russo at russ0clan@bellsouth.net or 770-886-2390 to schedule a training session or for more information.

Requirements for Using the Kitchen

A deposit and/or fees may be required to use the kitchen for your event. If required, the deposit will be refunded only when the kitchen is inspected and found to be clean and in proper order.

No person under the age of 25 will be authorized to request use of the kitchen.

The kitchen may only be used when reserved in advance with a *Facility Request Form*, approved by the Hospitality Committee, and when your group has received the proper kitchen training if necessary.

One person must agree to be responsible for the kitchen insuring proper use of the equipment, clean up and safety. This person must be listed, with proper contact information, on the *Facility Request Form*. This individual must also be the last person to leave, insuring the kitchen is left clean and everything is put back into its proper place.

The kitchen doors **MUST** be locked on your way out the door.

Each group or ministry is required to oversee the cleanup of the kitchen and surrounding area. Failure to properly clean the kitchen may result in additional charges for use of the space. Should you wish to hire someone to assist with the cleaning, please contact Kelle Russo at 770-886-2390 or russ0clan@bellsouth.net.

Facility Request Form and Procedures

A *Facility Request Form* must be submitted to request the use of the kitchen. This is the same *Facility Request Form* for reserving any space at the Church, but you must also specify the kitchen usage needs.

Please complete all the details on the *Facility Request Form*, including kitchen needs.

Submit the *Facility Request Form* to the Church office as with any other facility request.

Locate a Facility Request Form

The *Facility Request Form* may be found at any of the following locations:

- St. Brendan's Web Site at www.stbrendansatl.com
- Contact Kelle Russo at russ0clan@bellsouth.net or 770-886-2390
- A hard copy is available at the Parish Office.

Submit a Facility Request Form

The easiest and fastest way to submit your *Facility Request Form* and *Kitchen Facility Request Form* is to email the completed form to the Church office at stbrendans@stbrendansatl.com. It is recommended that you reserve the kitchen and any space as soon as possible as there is limited availability.

Your completed *Facility Request Form* and *Kitchen Facility Request Form* may also be left in the Parish Office indicating to the office staff of your request. Your request will be handled by the Office Staff.

Review & Follow-up on Kitchen Facility Request Forms

Upon receipt of your *Facility Request Form* and *Kitchen Facility Request Form*, the request will be reviewed and a response will be communicated to you in a timely manner.

What is Available in the Kitchen to Use?

We have assorted cooking utensils, dishes, pots and pans that are available for your use and are located in the back part of the kitchen. Below is an overview of many commercial and industrial appliances and kitchen tools that will assist you in your event. We ask that you ensure that all kitchen supplies are taken care of and returned to their proper location.

Coffee

Coffee is provided at all times in the Social Hall for your use. Backup coffee is located in the refrigerator and the directions are located inside the door of the coffee machine. Replace the coffee in the machine with coffee from the refrigerator and replace the coffee in the refrigerator with one from the freezer. (These procedures will also be reviewed during the training session). **Please do not touch the controls to the Coffee Maker.**

Ice Tea

A large Ice Tea maker is available for your use. Directions for use and cleanup is located on the wall behind the Ice Tea maker and reviewed during the training session.

Ice Maker

Ice is provided. The large ice machine is located in the kitchen. Ice should only be removed from the ice machine with the white ice scoop located on top of the ice machine. The scoop should not be left in the ice machine and no other items should be used to remove ice from the machine (cup, pitcher, hand, etc.). **Please do not touch the controls to the Ice Maker.**

Refrigerators

Refrigerators are for your use. With prior approval, you may deliver food before the date of your event. This approval is needed to insure space is available for your group. All items should be labeled with your groups name and the date of use. **Please do not touch the controls to the Refrigerator.**

NO food is to be left in the refrigerator after your event.

Freezer

The Freezer is for your use. With prior approval, you may deliver food before the date of your event. This approval is needed to insure space is available for your group. All items should be labeled with your groups name and the date of use. **ONLY** open the freezer door when required. If the door is opened and closed too often the freezer unit on top will freeze and the body of the freezer will defrost and ruin the food inside. **Please do not touch the controls to the Freezer.**

NO food is to be left in the freezer after your event.

Food Warmer Rack

The Food Warmer is only used to keep food warm, not for cooking. Turn on switch and knob located at the bottom front of the warmer. Inside temperature is shown on the bottom front, right side. Clean and turn off the switch and knob when finished.

Warming Table

This warming table works similar to a double boiler. Place a small amount of water in a pan on the bottom below the pan of food. If you can see the heating element, add a pan with water first. **DO NOT** add water without a pan if you can see the heating element.

Plug the warming table in. The plug is located on the right side of the warming table. Set temperature with the knobs on the front. When finished using, turn off and unplug. To clean, dump out all the water pans and wash down.

Oven and Stove

Red knobs on front turn on the stovetop. Black knobs with numbers turn on the oven. This stove is an industrial model and will heat at a much higher temperature than a normal residential oven. Use low heat to prevent burning your food. Do not place anything on the

stove that is not being cooked as there are pilot lights will melt or burn items quickly. Clean and turn off when finished.

Deep Fryer

The Deep Fryer is available only upon special request. This fryer is designed for use with unbattered or pre-battered items only. Foods that are dipped in batter and fried will not cook in this fryer.

Oil will not be provided. All oil must be strained, cleaned and disposed of properly when finished.

When finished, turn off temperature and pilot light.

Dinnerware

We have a complete set of dishes; dinner plates, dessert plates, salad plates, coffee plates, glasses, coffee cups, salt and pepper shakers, centerpiece vases and silverware available for your use. A despoit will be reuired to secure the use of the dinnerware. The deposit will be returned if no dishes are broken or missing.

Sinks

The large three-section sink next to the dishwasher is the only one to be used to clean dishes and cooking utensils. **Please do not put any food down the sink drains.**

- Right Side Sink – Used to rinse off dishes before washing. Make sure NO food goes down the drain. **All food must go into the trash.**
- Center Sink – Used to wash the dishes. Use the soap that is provided. Push the blue button on the facet nozzle to add soap to water. Use Hot water.
- Left Side Sink – Used to rinse soap off all washed items. Use hot water to sanitize.

Note: Dishes maybe left to dry a few minutes but MUST be put away.

Dishwasher

This dishwasher will make your life so much easier when it comes to cleanup. The dishwasher will wash in about 1.5 minutes and dishes are dry about 5 minutes afterwards.

ALL dishes must be scraped off and food into the TRASH (not sink). Dishes then should be placed into the blue dishwasher trays.

Turn on the first switch on the top right. Look inside and add enough water to cover bottom of washer. Water is added by pushing the fill button on the top front of the washer.

Place tray into the dishwasher and close door. Turn on the next switch to the left of the first one and start dishwasher.

You will hear the dishwasher finish and then you can remove the tray from the dishwasher.

There are **two ways** to wash the next rack of dishes when the first one is completed:

1. Hold open the door, remove the 1st rack and put the second rack in. Then close the door, the washer will start automatically.

OR

2. Turn off the second switch before opening the door. Remove the rack from the dishwasher and put in another rack, close the door and then turn on the second switch to start the washer again.

Let plates, cups, glasses, etc. air dry in the blue dishwasher trays outside the dishwasher (3-5 minutes) and put away. This is the most sanitary way to handle the dishes. Silverware and small cooking utensils will need to be hand dried. Use a clean towel.

When finished, turn off both switches and clean out food trap located on right side under the unit.

Ensure that all dishes are dry and put away.

Dish Towels / Bar Mops

The Hospitality committee will do our best to keep dish towels and rags available for use. If you have any that you can donate from home, please bring them into the kitchen as they seem to disappear.

You are welcome to bring your own towels and rags. If you use towels and bar mops from the kitchen it is your responsibility to take the dirty rags home and wash them and return them as soon as possible.

Cleanup/Checkout Checklist

Cleaning Checklist

There are some basic cleaning supplies (soap, rags, stainless steel cleaner, etc.) in the back of the Social Hall kitchen to assist in keeping our kitchen clean. Please feel free to donate any cleaning supplies as these are donated.

- The kitchen should be cleaner when you leave than when you found it!
- The kitchen floor must be swept and free of dirt. Broom and dust pan is located in the janitor's closet.
- All countertops and workspace must be wiped down, even if not used.

- All dishes, pots, pans and utensils are to be washed, dried and put away. (No exceptions)
- All equipment (used and not used) should be wiped down and left clean. Use soap from the center sink to clean all items and sinks. There is stainless steel cleaner in the back of the kitchen to wipe off the refrigerator, freezer, food warming rack, etc.
- All trash in Social Hall and Kitchen is to be emptied into the dumpster which is located outside next to the storage building.
- All dirty towels and rags should be taken home to be washed and returned.
- Charges may apply if the kitchen is not left clean and in proper order.

Appliance Checklist

- Food Warmer Rack – Turn off both the switch and knob
- Warming Table – Unplug and all control knobs on front turned off
- Dishwasher – Turn off the two right switches
- Stove/Oven – Turn off all knobs in front (both red and black)
- Deep Fryer – Turn off black temperature knob and pilot light

Checkout Checklist

- Take any dirty towels and rags that need to be washed.
- Remove any and all food items from Refrigerator and Freezer.
- Take all pans and containers that do not belong to the kitchen.
- Ensure that the floor is swept.
- Complete the Checklist in the Binder, hanging on the gate, indicating that all cleanup checkout procedures have been completed.
- Lock all 3 kitchen doors.
- Turn off all lights and go home.

Thank You

Thank you for your help in keeping our kitchen clean and safe for all to use. If ever have any suggestions or find something not in working condition, please contact Kelle Russo at 770-886-2390 or russOclan@bellsouth.net