



St. Paul Lutheran Church

Kitchen Guidelines

Groups are asked to leave the kitchen as they found it, or prefer that you leave it even cleaner than when you found it. (*Just as Jesus left us cleaner than when He found us.*)

All items in the kitchen may be used for the ministry of St. Paul Lutheran Church. If items need to be purchased (i.e. cookware, appliances or utensils) or replaced, please contact the Director of Church Administration in the Church Office. (See below regarding paper products.) We do not lend any tables, nesco's or other items that are the property of St. Paul's.

The kitchen is cleaned and sanitized once a week on Fridays by the custodial staff.

- **Garbage**—Remove garbage from kitchen trash receptacles and dispose in appropriate outside dumpster (recycle or garbage) Do not place garbage on the floor in the garage—please put in the dumpsters.
- **Trash cans**—re-line cans with clean bags. Bags are located in upper right sink drawer.
- **Stove tops/counter tops**—clean up areas that you've used.
- **Dishes**—If you use any of the dishes in the kitchen, they must be properly washed, sanitized, air dried and put back into the cupboards. If you have questions on this process, please contact the Director of Church Administration.
- **Floors**—Clean obvious floor spills/drips and, if necessary, mop floor to ensure cleanliness and proper sanitation for next groups use.
- **Refrigerator or freezer**—any food items kept in the refrigerator or the freezer should be marked with your groups name.
- **Leftovers**—please take any leftover food items that you've brought in, home with you.
- **Paper Products**—if replacement or additional paper products are required in the storage room, please return a completed request slip (located in the storage room—center shelf) to the church office. Paper products are available for ministry groups of St. Paul. Outside groups are asked to supply their own paper products for activities or events.
- **Preparation**—if any group needs to take home an item to prepare food in (such as a nesco insert, bowls, trays, etc.) please contact the Director of Church Administration so we are aware that the item is temporarily removed.
- **Before you leave**—turn all lights off, unplug all coffeemakers, and other electrical appliances you used.

Thank you for pitching in as together we are *Connecting People to Christ!*