

First Presbyterian Church of El Cajon Kitchen Use Policy

“Whether therefore ye eat, or drink, or whatsoever ye do, do all to the glory of God.”
1 Corinthians 10:31

KITCHEN USE

First Presbyterian Church of El Cajon (FPC) is proud to own and operate a wonderfully equipped Kitchen located in Richardson Hall. Congregational Life and the Administration Committee have taken great efforts to establish guidelines for its use that will serve to keep the Kitchen a healthy environment for all. We recognize that many groups and individuals of our Church will have events that will use the Kitchen as a support for their ministries. We recognize all ministries are important and all may use the Kitchen to aid in their programs.

The procedures established for the use of the Kitchen reflect guidelines for food health and safety and also ensure the longevity of our kitchen equipment through proper care and maintenance. An informational three-ring binder kept in the Kitchen will provide Kitchen guidelines, equipment operation instructions, and other information you might need to make your Kitchen experience a positive one.

KITCHEN SCHEDULING AND AVAILABILITY

Kitchen facilities are available to FPC ministries, committees, members and any non-members who agree to the following guidelines. Church events will have priority over private events scheduled by members or non-members. Use of the Kitchen should be requested through a Facility Request Form that is available from the Church office. Once approved, your event will be added to the calendar to ensure there are no conflicts with other events. All Church groups/committees are encouraged to have several of their members trained as Food Safety so that their group will meet San Diego County’s guidelines on food, health and safety. Contact Congregational Life Chair for more information on Food Safety Training for your group.

To schedule use of our facilities, please contact the Church Office at (619) 442-2583 or email firstpresec@sbcglobal.net

Church Events

Church Events are events whose primary audience is the congregation of First Presbyterian Church of El Cajon, specifically, those that are sponsored by either FPC ministries, FPC committees, or special events sponsored by individual FPC members. Food for private events can be prepared outside of the Church and brought to the site of the event. Some of these events may involve costs.

Examples of uses without cost: Church group meetings, member potlucks, Church brunches, bake sales, etc.

Examples of uses that may involve additional costs: receptions for weddings, receptions for memorials, baby and wedding showers, anniversary celebrations, and other non-Church-sponsored uses.

Public Events

Public Events are events where food is “served for profit” or the event is “open to the public.” Public Events are those that are open to the public, advertised out to the greater community and not necessarily just for the FPC family. In order to comply with food safety guidelines, the County of San Diego Department of Environmental Health may require the Church to obtain a special permit.

Example of a public event: large-group events (i.e. Circle Players, sponsored by the Church but open to the public).

CARE OF EQUIPMENT

- Manuals with complete use and care instructions for all Kitchen equipment are housed in the Kitchen, in the 3 ring binder next to the refrigerator.
- If and when repairs are needed on any equipment, please notify the Church office. Please do not attempt to make repairs on your own.
- If purchase of new items is needed, please submit a request to the Congregational Life Committee Chair. Please do not bring or donate home items to the Kitchen (they are often inappropriate in design for safety and health standards for our Kitchen).
- Church-owned utensils and equipment cannot be removed from the Kitchen except when prior notification has been submitted to Congregational Life Committee and signing out for said item(s) on the Equipment Use Log.

KITCHEN FOOD SAFETY AND SANITATION STANDARDS

Part 1: Volunteer Health and Hygiene

Prior to the event, the Committee or group kitchen lead should instruct all of the kitchen workers for the event to follow the guidelines below:

- Do not come to work if you are sick with a contagious illness such as influenza (chest cold and fever), have a bad cold or symptoms of a stomach ailment (diarrhea or vomiting), or if you have had diarrhea or vomiting in the past 72 hours.
- Bring some kind of hair restraint to wear in the kitchen. This can be a hair net, scarf, cap or hair-tie that will keep hair neatly in place and out of the food.
- If you have long, polished fingernails, consider trimming your nails and removing nail polish. If you come to work with polished nails, you will be required to wear gloves at all times.
- Wear comfortable close-toed shoes. For safety and sanitation reasons, sandals and other open-toed shoes should not be worn by kitchen workers.
- Gloves should be worn when preparing and serving food.

Part 2: Food Safety Standards

Kitchen food safety standards are based on those in the USDA Kitchen Companion booklet given to each group or committee. A copy will also be located in the Kitchen scullery next to the communication board.

We ask all kitchen workers to remember that safety and sanitation should always come first when making work decisions in the preparation, dishwashing or dining room areas. This will keep food safe and avoid accidents.

Follow the guidelines in the Kitchen Companion to:

- Keep food and work areas clean.
- Prevent cross-contamination.
- Cook each food to its appropriate doneness temperature. Use a thermometer.
- Chill and store food safely.

Please read the Kitchen Companion to read about food safety practices in each of these areas. The Kitchen Companion is available in hard copy in the Kitchen and the church website under Congregational Life page.

Part 3: Kitchen and Equipment Use, Maintenance and Cleaning

The committee/group lead is expected to enforce these standards. A checklist is provided for your convenience. Kitchen volunteers can check off items as they work, so kitchen cleanup is more easily directed.

Sanitizing Spray

- Put 32 oz. cold water into spray bottle.
- Using the measuring spoon attached to the bleach bottle, measure 1 Tablespoon bleach and mix with the water.
- Rinse the spoon in clean water and re-attach to bleach bottle.
- Effectiveness of spray does not last during long storage; throw away leftover spray before your group leaves.

Sanitizing Counters and Tables

- Spray kitchen counter and work surfaces before you begin cooking and again before your group leaves.
- Spray tables before setting, and again before your group leaves.
- Leave counters and tables clean and empty when you leave.

Coffee Maker

- Rinse coffee maker urns by hand and tip upside down to air dry
- Hand wash coffee ground baskets and air dry.

Towels and Dish Cloth

- Soiled towels, dish cloths, and aprons are to be placed in the basket labeled "Soiled Towels"

Cutting Boards

- Routinely, new cutting boards will be placed in the kitchens.
 - Do not use worn boards with hard-to-clean grooves.
 - Do not use glass cutting boards.
- Prevent cross-contamination by using cutting boards only for the purpose for which they are designated and by washing, rinsing and sanitizing in-between tasks.

- These are the different cutting board colors and their uses:
 - Green: fruits and vegetables
 - Red: raw meat, poultry or fish (wash & sanitize between foods/tasks)
 - White or Clear: cheese, bread, or cooked foods (wash & sanitize between foods/tasks)

Oven and Cooking Surfaces

- The Kitchen lead must make sure before the event that they know how to operate the burners and oven.
- After surfaces have cooled, clean all surfaces of oven. Remove any spills.

Refrigerator

- If your group has permission to store food in the refrigerator, it must be labeled with your group name and date of use. Old and unlabeled foods will be discarded.
- All other food must be removed from the kitchen before your group leaves. Any food left behind will be thrown away.
- Clean any spills and each shelf of the refrigerator that you used with baking soda water before leaving. (Check for spills on other containers and the floor of the refrigerator.)
- If it is difficult to clean the spills or remove any odor, be sure to mention this on the “Kitchen Use Log”.
- Leave the thermometers in the refrigerators. They should register 41°F or below. It is unsafe to store food in the refrigerator if there is a higher thermometer reading.

Freezers

- Remove all leftover food from the freezers when you are finished with your event.
- Clean any spills before leaving. It is best to remove spills immediately with a dry-damp cloth.
- Leave thermometers in the freezers. They should register 0°F or below.
- If it is difficult to clean the spills or remove any odor, be sure to mention this on the “Kitchen Use Log”.

Leftovers in General

- Remove or discard all leftover food, condiments, coffee, and other beverages. Do not leave food with a “Free” sign. Leftovers can become spoiled and may attract pests.
- Remove all leftover paper plates or napkins, or plastic tableware, or label them, and leave them in clean plastic bags in the scullery, if you have permission to store dry goods.

Microwave Oven

- Clean all sides of the inside of the oven.
- Wash, rinse, sanitize and dry oven turntable.

Garbage Disposals and Sinks

- Before leaving your event, run each disposal using the process below.
- Drain water from sink.
- Before leaving, wash sinks with cleanser, rinse and dry all sink sides and faucets.

GENERAL USE CUPBOARD

A “GENERAL USE” cupboard has been designated for use by any group or committee and stocked with pantry items. Groups/committees should **not** take or borrow items from any other assigned cupboards without permission from the group/committee chair.

KITCHEN EVALUATION

A “Kitchen Use Log” will be filled out by everyone who uses the Kitchen. It is a checklist of procedures to follow in equipment use, cleanup, etc., as described in the Kitchen Policy. Kitchen Use Log sheets are in the back of the Kitchen Use Manual located next to the refrigerator. Please sign and return the log by placing it in the binder when your event is completed.

Thank you for using our Kitchen in a way that will comply with food safety guidelines and regulations, and also ensure that we preserve its integrity and usefulness!