



**AUGUST 2024**

**COACH HOUSE CHURCH**

# **KITCHEN POLICY**

Name: Coach House Church

Assessment carried out by: Rebekah Baker

Date of next review: 15/08/25

Date assessment was carried out: 15/08/24

## **Coach House Church Kitchen Policies & Procedures**

To keep all users and visitors of our building safe, we have established guidelines that will help us preserve the beauty and the functionality of the kitchen, and also meet food safety regulations. Failure to follow the Coach House Church Kitchen Policies & Procedures may affect a users' access to our facility. Everyone that uses the kitchen needs to be aware of these guidelines. Therefore every event leader, the person delegated to the kitchen for an event, or the person in charge of the rota on a Sunday has the responsibility for the safe running of the kitchen, including ensuring that those in the kitchen are aware of and follow this policy.

### **SCHEDULING AND AVAILABILITY**

The kitchen is primarily for the use and enjoyment of church members. The kitchen will also be available to non-profit community organisations, should they be using the building. Outside groups will be liable for all damage or accidents that may occur on church property while they are in charge of the building.

### **CARE OF EQUIPMENT**

- Dishes, flatware, cooking utensils, pots, pans, trays, pitchers, etc. should be washed, dried and returned to their assigned location.
- Soiled dishtowels, aprons and tablecloths are to be laundered and returned to their designated storage area no later than the Sunday following the event.
- Please report damaged or broken items to the church office or leadership team.

### **FOOD**

- Coach House Church provides food and beverages for church activities.
- All other events using the church are responsible for bringing their own supplies.
- Please label food stored with a date and organisation or event name. The refrigerator will be cleaned weekly. Out-dated food and food that has not been labelled will be discarded.
- When cooking, please ensure food is cooked through properly.

## **SANITATION**

- Each outside group that uses the kitchen should empty the bins after use. For church events, the bin will be emptied regularly. Replace bin liners. Additional bin bags are available in the cleaning cupboard.
- Wipe down counters and appliances.
- An all-purpose cleaner may be used. Cleaning substances can be found in the cleaning cupboard.
- Sinks should be cleaned and wiped dry.
- Sweep kitchen floor after each event. (Brooms and dustpans can be found in the closet just outside the interior kitchen door). Mop as needed.

## **SECURITY AND ACCIDENT PREVENTION**

- Ensure the exterior doors are locked before exiting the building.
- Ensure refrigerator and freezer doors are closed completely.
- Ensure all burners on the stove have been turned off and all ovens are off after use.
- Make sure that when leaving that the water boiler is switched off.
- Do not allow children to be in the kitchen unaccompanied and ensure that any children are mature enough to be aware of and avoid any risks.
- Ensure that, if you are using the oven or hob or water boiler, that you are competent. You must take all available steps to ensure that you and others don't get burnt or scalded.
- The water boiler is not for filling individual cups. Instead, it must be used for filling larger containers only.
- Ensure that, if you are using knives, that you are competent. You must use proper chopping boards and you take all available steps to ensure that you and others are safe.
- Children are not allowed to use the hob, oven, kettle or water boiler
- An adult must be in charge of supervising hot drinks

## **SUPPLIES**

- If items need to be replenished or replaced, please tell the leadership team. Please do not bring or donate home items to the kitchen without permission,

as these are sometimes inappropriate in maintaining safety and health standards.

- If there is anything unsafe, broken or damaged then please tell one of the leadership team.

## **KITCHEN AND HUB CHECKLIST**

Church groups and outside organisations using the church Kitchen and Hub are asked to please complete the checklist provided, following each function. The checklist should be left on the kitchen counter. THANK YOU!

These guidelines have been designed to provide the information needed to maintain a healthy and attractive kitchen that will serve us well for many years to come. If you have questions about the Coach House Church Policies & Procedures, please contact Andy Jackson [andyj@coachhousechurch.org](mailto:andyj@coachhousechurch.org).

### **Coach House Church Kitchen and Hub Checklist**

- ☐ Cooking, eating and serving ware washed dried and returned to their assigned location
- ☐ Water boiler off but left plugged in
- ☐ Stove, oven, microwave and other electrical cooking appliances left clean and turned off
- ☐ Sinks and counters left cleaned and dried
- ☐ Leftover foods marked and dated before storing in refrigerator, freezer or cupboards
- ☐ Ensure refrigerator and freezer doors are completely closed
- ☐ Grease placed in disposable container and taken to bin (never down a drain)
- ☐ Bins emptied and taken to dumpster
- ☐ Bin bags replaced in bins
- ☐ Kitchen floor swept (broom and dustpan found in closet outside interior kitchen door)
- ☐ Hub swept (broom and dustpan found in closet outside interior kitchen door)
- ☐ Tables and chairs returned to their original location
- ☐ Lights turned off
- ☐ Exterior doors are locked and checked before exiting building