

## **St. Peter's Episcopal Church**

### **Kitchen and Pantry Guidelines**

St. Peter's Episcopal Church is licensed and operates as a commercial kitchen under the guidelines of State of Maryland's Department of Health and Mental Hygiene. This space is shared by all members/groups of St. Peter's and occasional guests. These guidelines are published to serve as reminder there are standards of care we need to observe. Generally speaking, you are expected to leave the kitchen in the shape you found it (and in some cases, better than you found it) ready to be used by the next group.

### **General Guidelines**

- No one under age 14 is allowed in the kitchen unless under direct, adult supervision.
- No one under age 18 may operate the stove/oven.
- The shut-off valve for the gas to the stove/oven is on the wall behind the stove on the left side. You can access the valve by pulling the table to the left out of the way.
- Clean up any messes you make, including sweeping/mopping the floor if necessary.
- Clean up/put away before you leave the kitchen. That means clean/wipe all cook surfaces, workspaces, sinks, counters (including the two in the parish hall), etc. You may use hot sudsy water on everything except the grill. Dry the surfaces after you are done, including the sinks. Harmful bacteria can grow in leftover water.
- All cabinets and drawers are marked; please put items away in their respective places.
- Water pitchers should be cleaned, dried, and put in the overhead cabinet just inside the parish hall door (to the right).
- If you dump ice in the sink, run hot water over the ice to make sure it has melted, and then wipe out/dry the sink. Harmful bacteria can grow in leftover water.
- Clean/dry coolers and leave them in the hallway (with the lid open) to make sure they fully dry. Please do not leave them in the kitchen.
- Do not leave opened rolls of paper towels in the kitchen. Paper towels are porous and harmful bacteria can grow in them. Disposable paper towels are in the dispenser over the hand washing sink (next to the steam table). The cleaning crew will replenish the towels in that dispenser.
- Take any dirty cloth towels/wash clothes home and wash them; bring back within a week so they may be used for future events.
- Return paper products, plastic utensils, paper plates, etc., to the party in their appropriate places. Do not leave them on the counters. If you do not have a key to the pantry, please consult the Kitchen Manager, Jimmy Hill (Cell: 443-493-0961 or Email: [hillhobbit.hill@gmail.com](mailto:hillhobbit.hill@gmail.com)).
- Dispose of trash outside in the trash bins. Put fresh trash bags in the cans. There are also trash cans in the parish hall that need attention.
- Make sure the refrigerator doors are closed.

- Turn off the lights in the parish hall and closets before you leave.
- Turn off the lights, ceiling fans, and exhaust fan in the kitchen before you leave the room for the day/evening.

### **Sinks**

- When all dishes have been cleaned and put away, be sure to remove and dispose of any left-over bits of food, etc. Wipe out the sinks with a towel.
- Do not leave dishes on the sink drain to dry overnight. Dry all cleaned items and put them away in their proper places.
- Clean/wipe out the hand-washing sink next to the steam table. Clean/wipe down the splash guard between the sink and steam table.
- Clean/wipe out the small sink in the parish hall.

### **Coffee Makers**

- When using the coffee maker, be sure to move the unit from under and to the right of the upper cabinets so the steam from the coffee pot does not warp the upper cabinets.
- To operate the coffee maker, put a filter in the basket and add coffee grinds per the instructions on the coffee container. Add fresh cold water to the reservoir and turn on the machine at least 15 minutes before you want to coffee. This will allow the water to reach the proper temperature before the coffee is brewed.
- To clean up, pour out left over coffee into the sink and dump the coffee grinds into the trash. Wash the coffee ground basket. Dry the basket and return it to the coffee maker.
- Wipe down/clean/dry the coffee makers.
- Clean the glass coffee pots with hot sudsy water. Dry and return to the coffee makers.
- If the insulated coffee carafes were used, wash and them and return them to the cabinet over the coffee maker.

### **Steam Table**

- If you have never used the steam table before, please work with someone who has or get proper instruction beforehand.
- The steam table can hold three large trays, side by side, plus a fourth space for breads or items that just need to stay warm.
- Once the large, deep reservoir pans are put into place, add approximately 2" of water per reservoir pan. Put a shallower tray over the trays with water. This is where the food will be placed. Put a lid over the food.
- Once the reservoir trays have been filled with water, plug in the steam table and turn it on. Each section has its own heating element and can be adjusted as needed.

- When the event is done, dispose of left-over food in the trash or remove from the premises. Left over, cooked food may not be stored in the kitchen. Please donate or find someone to take home the left-overs.
- Turn off and unplug steam table.
- Clean food pans and lids with hot sudsy water. Carefully dump out water in the reservoir pans and clean the pans. Dry and store all pans and lids under the steam table.

### **Refrigerator**

- Do not store left-over, cooked food in the refrigerator. That food should be removed from premises or thrown away.
- All opened, uncooked food may stored in the refrigerator only if it is going to be used for an already planned event within seven days. Otherwise, the food must be thrown away or removed from the premises.
- All unopened food may be stored in the refrigerator as long as it is not expired.
- Do not store anything on the bottom shelf unless it is in a bin or pan.
- If you make a mess in the refrigerator, clean it up that day.

### **Stove/Grill/Oven**

- No one under age 18 may operate the stove/oven.
- The shut-off valve for the gas to the stove/oven is on the wall behind the stove on the left side. You can access the valve by pulling the table to the left out of the way.
- Once you have finished cooking on the stove top, clean all pots and pans in hot sudsy water. Dry and put away in their appropriate place.
- Wipe off the stove top with hot sudsy water. Rinse and dry the stove top.
- If you have never used the grill before, please work with someone who has or get proper instruction beforehand.
- When done cooking on the grill, turn it off and while the grill is still hot, use the grill scraper to push all leftover food and cooking oil into the trap to the right of the grill.
- Wipe off the grill with a rag soaked in hot water only (do not use soap or steel wool on the grill!). Once all food debris and oil have been cleaned off the grill, wipe it dry with another towel.
- Prior to your event, be sure to turn on the oven to make sure it is working. If there is a problem, please contact the Kitchen Manager, Jimmy Hill (Cell: 443-493-0961 or Email: hillhobbit.hill@gmail.com).
- Be sure to turn off the stove burners, grill, and oven(s) when done.
- Turn off the overhead light and exhaust fan.

## **Sanitizer**

- If you have not used the sanitizer before, please obtain instruction before proceeding.

## **Pantry**

- All shelves, cabinets, and freezers are marked. Put items away in their appropriate places.
- The wooden shelves to the right are for designated ministries (i.e., the Joseph House, the Trailblazers Youth Group). Do not use anything from these shelves as the volunteers who cook and serve at Joseph House are expecting to use the food stored on these shelves. This is the same for the Youth Group.
- There are two freezers on the left that are for Joseph House (they are marked). Again, do not use anything from these freezers as the volunteers who cook and serve at Joseph House are expecting to use those items in the freezers.
- Do not store anything on the floor; even items in boxes.
- Do not put opened food in the pantry. Opened food items must be removed from the premises or thrown away.
- Do not put expired food items in the pantry. Expired food items must be removed from the premises or thrown away.
- Be sure to turn off the light and lock the door when done in the pantry.

## **Ordering Supplies**

- Ordering of supplies will be handled by the Kitchen Manager, Jimmy Hill; however, he needs to know when to do that. Please inform the Kitchen Manager if you notice certain supplies that need to be replenished.
- Items that need to be kept on premises include:
  - Dish detergent
  - Sponges
  - Cleaning products such as Comet/Ajax, disinfectant spray/wipes, etc.
  - Trash bags
  - Plastic (food grade) gloves
  - Plastic wrap