

## St. Luke's Kitchen Use Guidelines:

All are welcome to use the St. Luke's kitchen, as long as you do leave it clean for the next event. In an effort for all to be successful, we ask that if you want to store, prepare, and/or serve food here that you agree to do so following these steps:

1. **Make a reservation.** Call the office, make a reservation for your event in advance. If you need prep time in advance, you must reserve it.
2. **The food for your event** should be delivered to the church *no more than 2 days before your event*. Label your items. If you have leftovers make advance plans to deliver them to Urban Peak or deliver them yourself to the charity of your choice. Nothing should be left behind in the refrigerator or freezer. Ask for contact info when you make the reservation.
3. **Safety 1<sup>st</sup>.** Store food safely from beginning to end. Use plastic gloves when handling food. Wash your hands often! Use thermometers to cook proteins to the correct temps – typically 165 degrees. Serve Hot Food Hot, and Cold Food Cold, toss items that have been left out too long to be safe for reuse.
4. **Wash your own dishes.** Instructions are posted over the sink in the dish room. Scrape dishes into the trash 1<sup>st</sup> (*there's no disposal*). Use hot water to wash, rinse, and sanitize dishes – use one of the dish racks to air dry dishes, do not towel dry dishes. (Towels put bacteria back onto clean dishes.) Check with Barry Curtis, Caroline Butler, or Sandi Miyaki in advance if you need training on the dishwasher or any other appliances.
5. **Stainless appliances should be wiped clean.** Use Bar Keepers cleanser and a sponge on stubborn grease or stains, wipe down with hot soapy water, rinse and dry to avoid streaks. If you use the stoves, please remember to clean out the grease traps.
6. **Wipe down tables.** Use hot soapy water to wipe down all tables, check the mesh chairs and wipe any spills. The Fellowship Hall gets 12 tables, with 6 chairs around each. Two white rectangular tables should be left in the corner of the tile floor for Sunday donuts.
7. **Mop the tile floors in the fellowship hall and kitchen.**
8. **Vacuum** meeting space as needed, too.
9. **Take out the trash.** Empty all your trash in the dumpsters next to the garage. Don't leave trash next to the dumpsters, put it inside the dumpsters. Trash can liners are available in the box under the mixer for the kitchen and fellowship hall trash bins.
10. **Recycle with care.** Flatten boxes and put them *inside* the recycle containers. If the container is full, wheel it out to the garbage dumpster enclosure, and bring an empty one inside. Be sure the lids on the recycle containers are completely closed.
11. **Supplies** if you use the last of something, list the item on the white board by the door so it can be replaced/refilled.
12. **Report any unsafe or broken items ASAP to the office, one of the staff, or a trustee.** Please plan to check out with the office when you are finished by turning in your completed check list at the end of your event.

Signed:



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*Thank you for your care, we truly appreciate it!*