



# Hickory Grove United Methodist Church

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## Kitchen Use Policy

The following information explains the use and responsibilities that are required when using the kitchen.

### Responsibilities

1. Persons requesting the use of the kitchen will be held responsible for any utensils or items that is missing after you use the kitchen. If a piece of equipment breaks, let Susan Fox know so she can have it repaired.
2. Any other breakage of items will be covered by your group.
3. Do NOT remove items from the kitchen and take home with you other than the dish towels and rags to wash.

All equipment in the kitchen will have an instruction list with it. Please note specific needs of particular equipment.

### DISHWASHER:

1. To use dishwasher, turn it on and close dishwasher door so water fills the dishwasher and warms up.
2. It will take at least **45** minutes for the rinse temperature to get to 180. **TURN ON THE MACHINE EARLY!!!** Instructions for use are at the machine.
3. At the **DISHWASHER** or the **POT WASH SINK**, **\*\*\*\*NOTHING SHOULD BE DRIED WITH A TOWEL\*\*\*\***.

All items should be air dried. Hang them on their rack or place them on a shelf. Don't stack items inside each other until they are dry.

The black plastic mesh on the shelves of the prep tables will aid in laying items out to dry.

### REFRIGERATOR AND FREEZER:

1. Use the black marker on the door handle to date any item you place in there.

### PANTRY STORAGE:

1. All food, plastic wear, or paper goods need to be in their original wrappers or an alternative. Nothing should be sitting on the shelf by itself! (I.E. cups, plates, napkins, ETC!)

**STEAMER:**

1. After use, do not close the door. The gasket around the door will last longer.
2. Make sure all of the water is removed from the steamer.

**CHARGRILL:**

1. Use foil to cover the edges of the grill and the drip pans to make clean up easier.
2. The exhaust fan must be on at all times while the chargrill is in use. If not, the heat will set off the fire suppression system.

**STOVE:**

1. Use foil to cover the edge of stove to make clean up easier. Clean up any spills with soap and water.
2. The exhaust fan must be on at all times while the stove is in use. If not, the heat will set off the fire suppression system.

**DOUBLE CONVECTION OVENS:**

1. Clean up any spills with soap and water.
2. The exhaust fan must be on at all times while the convection oven is in use. If not, the heat will set off the fire suppression system.

**ICE:**

1. Use the big white tub on top of the ice maker to serve ice with drinks. It can be rolled out on a cart and left on the cart. There is a small ice scoop hanging on the pot rack.

**KITCHEN CLEAN UP**

All items used must be washed. Anything that will fit in the dishwasher should be washed there. If washing by hand, use the directions on the wall above the pot sink. Note that the “dirty side” is on the right and the clean side is on the left. Again, **NOTHING SHOULD BE DRIED WITH A TOWEL**. The black plastic mesh on the shelves of the prep tables will aid in laying items out to dry.

1. Wipe all surfaces in the kitchen with hot soapy water before and after use.
1. Use Quat Sanitizer or “Orange Force” (located in spray bottles throughout kitchen) to wipe down all table surfaces, the hot and cold lines, microwave oven, and anything else that needs cleaning after they have been wiped with soapy water. This is one of the last things you do when you are through with all cooking and before you leave the kitchen.
2. After dishes are done please put away in proper place.

**BEVERAGE COUNTER:**

1. Use hot water down both drains that are a part of the beverage area.

**FLOORS:**

1. Need to be swept and mopped. Broom and mops are in closet in hall way.

**SINKS:**

- 1. Clean all sinks and remove any food particles.
- 2. Wash out with soap and rinsed.

**MICROWAVE OVEN:**

- 1. Clean out with soap and water.

**HOT AND COLD SERVING LINES:**

- 1. Wipe them both down. Make sure there's no food in the bottoms of either line.

**BIG CAN OPENER:**

- 1. Run it through the dishwasher.

**DRAINS:**

- 1. Clean the food out of them and place in trash can.

**Laundry:**

- 1. Launder all towels, rags, hot mits, and tablecloths if used. Return to kitchen as soon as possible.

**Final Steps:**

- 1. Empty all trashcans and take trash to dumpster.
- 2. Make sure everything is turned off.
- 3. Turn off the exhaust fan.
- 4. Turn off the lights.

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\* **TURN OFF THE DISHWASHER AT THE END OF THE DAY!**

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Revision History

Date	Who Made the Change	Change Made
10/8/2008	Susan Fox	Created policy
7/20/20	Kim Long	Added consistent template to document and revision history. Rearranged order of some items. Added additional reminders.