

Kitchen Use Policy

I. PURPOSE AND PHILOSOPHY OF THE FIRST CHURCH KITCHEN

The kitchen facilities of First Church Seattle are owned and operated by the congregation for the purpose of serving God. The kitchen undergirds the fellowship and mission functions of the church by providing a space for preparation of healthy food to be shared in congregational activities and to feed people in need from the community. In addition, the kitchen may occasionally be rented or loaned to outside groups by the congregation with appropriate permissions and safeguards.

The purpose of these policies is to foster shared understandings about how the kitchen will be operated by its disparate users. These policies are official policies of the congregation, adopted by the First Church Board of Trustees. The kitchen procedures are created and implemented by the church staff with the purpose of implementing Trustee policy.

The primary staff person, with authority delegated by the Board of Trustees, shall be the Food Service Manager.

Given the church's ownership and stewardship responsibilities, in all cases the kitchen will be operated using:

- Best food safety practices to promote the health of those who are served by the kitchen;
- Best operational practices for staff and volunteer safety;
- Clear lines of authority to eliminate operational disagreements in order to promote harmony and cooperation among staff members and volunteers.

II. HEALTHY FOOD SAFETY POLICY

1. The First Church Kitchen shall adhere, at minimum, to all food safety practices of the King County Department of Public Health.
 - a. Food Handler's Permit
 - i. Each meal prepared by a staff member or volunteer shall include at least one (1) person who has a current Food Handler's Permit.
 - ii. Copies of staff and volunteer Food Handler's Permits shall be kept by the Food Service Manager as well as posted in the common area of the kitchen area
 - b. Health Department Inspections
 - i. The King County Department of Public Health shall be allowed access to the kitchen at its discretion and all food safety recommendations shall immediately be addressed by the Food Service Manager and Certified Food Protection Manager(s)
 - ii. All kitchen equipment shall be maintained to Health Department standards, including but not limited to dishwasher temperature, refrigerator/freezer temperature, etc.
 - c. The Food Service Manager and Certified Food Protection Manager(s) shall intervene in any case in which food is being improperly prepared and is empowered to correct the deficiency, if necessary, canceling meal service if a food safety violation is evident.

III. STAFF AND VOLUNTEER SAFETY POLICY

1. *Shared responsibility:* All staff and volunteers have the responsibility to cooperate to achieve a healthy and safe workplace and to take reasonable care of themselves and others. Whenever a staff member or volunteer identifies a health or safety problem which they are not able resolve, they must immediately notify the Food Service Manager and Certified Food Protection Manager(s).
2. *Safety Training:* The Food Service Manager and Certified Food Protection Manager(s) are trained in food safety procedures and shall provide adequate orientation to Cooking Team Leaders to assure their knowledge of best safety practices.
3. *Safety Inspections:* The Food Service Manager and Certified Food Protection Manager(s) shall make occasional safety inspections of the First Church kitchen to assure compliance with appropriate safety policies and procedures. The Food Service Manager and Certified Food Protection Manager(s) shall enforce accountability to proper safety practices, including, if necessary, discontinuation of the meal preparation if a serious safety violation is discovered.
4. *Accident Investigation:* In case of a reportable accident, the Food Service Manager, Business Manager and a Trustee member shall meet to review each accident that occurs. Each accident shall be used as a learning tool to improve the safety of all future staff and volunteer involvement in the First Church kitchen.
5. *Dissemination of Safety Policies:*
 - a. All First Church staff and Cooking Team Leaders shall read and understand the Church's safety policy and to ensure that its provisions are being effectively carried out.
 - b. Bring the provisions of this policy, in so far as they affect the personnel, to the attention of the employees under the control of particular managers/supervisors.
6. *Kitchen Equipment:*
 - a. Food Service Manager and Certified Food Protection Manager(s) shall be responsible to inspect machinery, equipment and structures regularly and to ensure that any defects discovered are remedied forthwith.
 - b. Food Service Manager shall: Prevent access by the workforce or other persons to any defective machinery, equipment or structures until the faults have been rectified.
 - c. Ensure that employees and volunteers (workforce) are adequately instructed in the safe operation of equipment and machinery.
7. *General Safety* -- Food Service Manager in consultation with the Business Manager shall:
 - a. Ensure that any areas of the site to which the general public or visitors may have access, are maintained to ensure their safety.
 - b. Arrange for all necessary insurances, certificates etc., appropriate to the site's size and function.
 - c. Arrange for the reporting of all incidents to the insurers where appropriate.
 - d. Arrange the appropriate fire-certificates for site, the proper maintenance of fire-fighting equipment, regular fire drills and adequate access to fire-fighting services.
 - e. Ensure that adequate first-aid facilities are available and adequately maintained.
 - f. Ensure that all accidents are reported in accordance with the provision of this policy.
 - g. Ensure that no unnecessary risks are taken by the employees or volunteers in pursuance of their duties and to ensure a site disciplinary procedure is in place for offenders.

IV. AUTHORITY AND ACCOUNTABILITY

1. *Food Service Manager:* First United Methodist Church of Seattle Board of Trustees has delegated to the Food Service Manager responsibility for health & safety in the First Church kitchen. The Food Service Manager is also responsible for implementing this policy under supervision of the Business Administrator and Senior Pastor.
2. *Cooking Team Leader:*
 - a. Each meal prepared by a volunteer crew shall have an appointed Cooking Team Leader who is responsible, in the absence of the Food Service Manager, for implementation of Kitchen Policies and Procedures.
 - b. Cooking Team Leader must be on site at FUMC Kitchen at all times while production and cleaning take place.
 - c. Cooking Team Leaders are approved in advance by the Food Service Manager, who will train and orient each Cooking Team Leader in all kitchen policies and operational procedures.
3. *Volunteer Responsibility* -- Volunteers at FUMC Kitchen shall follow all laws, rules, and regulations that relate to them during the use of the facility. FUMC Kitchen is in no way required to alert or to keep them informed of their responsibilities.
4. *Compliance* -- In conjunction with the Business Manager and Senior Pastor, the Food Service Manager may determine that failure to comply with the FUMC Kitchen policies and/or operating procedures may result in any of the following:
 - a. A documented reprimand.
 - b. A documented mandate that offender(s) must repeat orientation in order to continue use of the facility.
 - c. Expulsion from FUMC Kitchen, and termination of future use.

KITCHEN USE PROCEDURES

I. GENERAL PROCEDURES

1. *Posting of Policies and Procedures* -- Policies and procedures for using the facility and equipment are posted in plain view in the kitchen area.
2. *Clothing of Those Preparing Food* -- Appropriate clothing including shirts with sleeves are required. Open shoes are not permitted.
3. *Animals* -- Animals are not allowed in the kitchen.
4. *Respect for Neighbors* -- FUMC Kitchen is located on Church premises, and in a residential area. Please show respect for onsite staff, local area residents/neighbors, and limit noise during hours of kitchen operation.
5. *Personal Belongings* -- Workers are responsible for keeping his or her own personal equipment and belongings secure. FUMC Kitchen will make every effort to provide a secure facility, but cannot be held responsible for personal belongings or products or supplies left behind. Users are required to take home any items brought into the kitchen from home. Items left in the kitchen are subject to be absorbed into kitchen inventory, given to charity, or thrown away after one week. If the item is labeled with the owner's name, attempts will be made to return to owner or request pick up by owner.

6. *Church Property* -- The property of FUMC Kitchen is not to be removed from the facility without notifying the Food Service Manager or the Business Administrator.
7. *Cleanliness* -- Cooking Team Leaders are responsible for leaving the kitchen clean, sanitized, and ready for the next workers.
8. *Trash* -- Remove all trash to the dumpster and replace can liners. Ensure that all doors to the kitchen are locked. Ensure that all the lights are turned off and the facility is secured.
9. *Scheduling use of the kitchen or coffee pantry* -- Use of the kitchen will be scheduled through the front office or by email through the FUMC website under Forms/Room Request. Church office staff will work with the person requesting kitchen use to determine which resources are needed, including the following list:
 - a. Kitchen or Coffee Pantry
 - b. Refrigerator/Freezer
 - c. Prep area
 - d. Oven
 - e. Dishwasher
 - f. Other special appliances
 - g. Is there an event scheduled at the same time in the Sanctuary?

II. CLEANING AND SANITATION PROCEDURES

1. *Cleanliness and Health* -- Given equipment, cleaning solutions, tools and the FUMC Kitchen Operating Policies and Procedures, workers will actively promote a clean sanitary environment where food will be prepared free of contamination. The purpose of cleaning is to remove soil and matter that is out of place, including but not limited to: dirt, dust, grime, grease, food particles and bacteria.
2. *Cleaning Products* --
 - a. Kitchen staff and volunteers must:
 - i. carefully read cleaning product labels.
 - ii. understand and use the product in accordance with the product instructions
 - iii. store all cleaning products properly, away from food.
 - b. The purpose of sanitation is to remove the majority of bacteria using a chemical sanitizing cleaner (Alpha Bac Sanitizer or bleach) and hot water. Kitchen staff and volunteers must read labels on sanitizing products carefully and use the products in the way stated on the container, and store sanitizing products properly, away from food.
 - c. Clean from the top down. Clean equipment before counters. Clean counters before the floor. Always sweep and mop kitchen floor last.
 - d. Cleaning chemicals and supplies will be maintained by the Food Service Manager.
3. *Cleaning Checklist* --
 - a. A Cleaning Checklist will be posted for completion by the Cook/kitchen user. This checklist and kitchen cleanliness and order will be monitored by the Food Service Manager.

- b. Areas that must be cleaned by workers after each meal:
 - i. the production area
 - ii. dish washing area
 - iii. chemical storage area
 - iv. old and freezer storage areas
 - v. equipment storage area
 - vi. trash and composting areas: clean any spills
 - vii. rest room facility: clean spills, pick up refuse, replenish supplies
 - viii. kitchen and fellowship Hall Floors, wipe up spills promptly as they occur
 - c. Instructions will be posted for each piece of kitchen equipment for proper operation and cleaning.
 - d. Instructions will be posted for kitchen appliances for proper use and cleaning as needed. Workers at the facility are responsible to follow posted cleaning and sanitizing procedures.
4. FUMC Kitchen provides:
- a. clean-able painted surfaces, floors and walls;
 - b. proper sewage, garbage storage area, plumbing, and floor drains;
 - c. ample ventilation, lighting, cold storage units, thermometers, hand washing facilities, and rest room facilities;
 - d. cleaning and sanitizing products with directions, a storage area for cleaning and sanitizing products, brooms, mop, mop bucket and mop sink, and paper/cloth kitchen towels for cleaning;
 - e. maintenance cleaning and hired control of rodents and insects as necessary.

III. PROCEDURES FOR COOKING TEAM LEADERS

1. The Food Service Manager will maintain list of Cooking Team Leaders, trained cooks and trained kitchen users.
2. Users who have not used the facility in the past must be properly oriented to kitchen policy.
3. Cooking Team Leaders preparing food for the congregation and its guests are required to possess a Food Handler's Permit, however a certified food handler must be present in the kitchen at all times or special arrangements must be made with the Food Service Manager if none is available.
4. Cooks/kitchen users preparing food for the congregation are required to have met with the Food Service Manager to be properly oriented as to kitchen policy on proper use, cleaning, and safety procedures of kitchen and kitchen equipment.

IV. SAFETY PROCEDURES

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1. *Bulletin Board and Signage* -- A bulletin board will be maintained with safety notices.
 - a. Proper safety signage will be posted on walls and/or equipment.
 - b. Kitchen policy, instructions, and signs will be posted in English.
2. *Door locks* -- Kitchen doors are to be locked when not in use.
3. *Children and Youth*
 - a. Children under the age of 10 will not be allowed in kitchen without the supervision of an adult at all times.
 - b. Youth are not allowed without an adult if stove/oven is not being used.
4. *Dish Washing Area*
 - a. Dish Washer chemicals are extremely hazardous and will be labeled and made secure from being tipped over.
 - b. Please do not touch the dish washer chemicals unless changing to new bottles of solution.
 - c. The water in the Dish Washer is considered extremely hazardous.
 - d. Children are not allowed to operate or get near the dish washer while in operation, or come in contact with the chemicals, or the water.
5. *Gas* -- Natural Gas is to be shut off at shutoff valve on wall when range/oven is not in use.
6. *Range/Oven* -- The range/oven is to operate only when the exhaust fan system is running.
7. *Exhaust Fan* -- Turn on exhaust fan system before lighting pilot lights.
8. *Stainless Counters* -- Beware sharp edges on all stainless counters, shelves, and equipment.
9. *Food handling techniques* -- Cooks/kitchen users must exercise proper food handling and serving techniques at all times.
10. *Equipment* -- Operating manuals for all kitchen appliances will be maintained by the FSC and stored in the church office.

V. STORAGE PROCEDURES

1. *Labeling* -- The kitchen and kitchen pantry have been organized and labeled for everyone's use. Please clean and store items back in their designated locations.
2. *Cold Storage* --
 - a. Refrigerators will be monitored and maintained by the Food Service Manager.
 - b. Users are asked to take home or dispose of any perishable items used during an event which are not totally consumed. Perishable items left in refrigerator are subject to disposal at any time. Overage supplies of sodas, etc. if left in refrigerators, will be used at the next possible event or donated.
3. *Decorations* -- Event decorations, centerpieces, and tablescapes will be stored for general use by the congregation unless otherwise marked.

VI. CENTRALIZED PURCHASING

1. *Purchasing of Supplies*

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- a. Church Groups -- Should a particular group require a large volume of supplies or more decorative supplies, then it shall purchase these items from its own budget. (Example: Ice Cream Social, Chocolate Festival).
- b. General Inventory --An inventory of the following items will be centrally purchased and stored in the kitchen for general use:
 1. Paper products such as plates and napkins
 2. Plastic utensils
 3. Cups and bowls
 4. Condiments such as creamers, sugar, and sweeteners
 5. Coffee and tea
 6. Cloth and paper tablecloths
 7. Plastic gloves for food handling
 8. Foil, plastic wrap, etc.

COMPLIANCE CHECKLIST

Name or Group Using First Church Kitchen

List Supervising Workers:

| | |
|-------|-------|
| _____ | _____ |
| _____ | _____ |
| _____ | _____ |

All items on this checklist are to be completed and initialed by the person supervising:

- _____ Surfaces are properly sanitized before contacting food.
- _____ Cleaning / sanitizing occurs between the preparation of different products.
- _____ Posted cleaning and sanitizing procedures are followed.
- _____ Workers meet hygiene requirements.
- _____ Work areas are clean and neat, spills are cleaned promptly.
- _____ Garbage area is kept clean and neat
- _____ Garbage receptacles are cleaned and sanitized when and if needed.
- _____ Trash, compost and recycling, must be properly bagged and stored in the designated areas.
- _____ Rest rooms are left suitable for the next person's use
- _____ Soap and Towels are replenished as needed
- _____ Hand sinks are kept clean as they are used
- _____ Cleaners are diluted, stored and labeled properly
- _____ Cleaning and sanitizing takes place in proper order (top down) to prevent recontamination.
- _____ Soiled walls are cleaned and sanitized

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- _____ The manual dish sink is used properly
- _____ Wash sink; use proper amount of detergent
- _____ Rinse sink; use clean hot water
- _____ Sanitize sink; clean hot water and proper amount of sanitizer
- _____ Clean items only on the drain board
- _____ Dishwashing area is properly cleaned and sanitized according to posted procedure
- _____ Dishwashing area is properly swept and mopped
- _____ Production area(s) are cleaned and sanitized
- _____ Dishwashing machine used proper sanitizing procedures
- _____ FUMC Kitchen is left clean and sanitized
- _____ Producer vacates FUMC Kitchen in a timely manner
- _____ Dishes, pots & pans, and utensils are washed, dried, and stored in their designated locations.
- _____ Countertops, buffets, and all surfaces will be properly sanitized.
- _____ Floor will be swept and mopped.
- _____ Range will be wiped down and gas shut-off valve on wall turned off when not in continual use.
- _____ Heater/Proofer Cabinet will be turned off, emptied and properly sanitized.
- _____ Buffets will be turned off, drained of any water, properly sanitized and cleaned and stored.
- _____ Dish Washer will be turned off and emptied of clean items.
- _____ Dish Washer racks will be properly stored in Dish Washer area.
- _____ Clean items will be stored in their designated locations.
- _____ Microwave Oven will be properly cleaned.
- _____ Soiled dish towels, aprons, and table linens placed in hampers for laundering by users.
- _____ Lights off and doors locked when vacating the kitchen.