

Highland Mennonite Brethren Church Ministry Manual - FACILITIES Kitchen Guidelines

The Highland Mennonite Brethren Church (HMBC) Kitchen has a long history of serving meals to the church family and to visitors (both rental groups and ministry partners). It is a much-loved ministry tool. The following guidelines will help us keep it in good shape for many more years of service.

Booking

The HMBC Kitchen is booked through the church office in communication with the HMBC Kitchen Rep. Rental groups are charged a fee for use of the Kitchen and supervision by the HMBC Kitchen Rep (*See R001 – Facility Rental Policy*). *Additional charges apply to the use of linens (tablecloths, dish towels, etc.).*

Catering

HMBC is not in the catering business. We have neither the commercial kitchen facilities nor the staff required for such a venture. Rental groups are welcome to bring in a caterer for events (in consultation with the HMBC Kitchen Rep). Costs incurred for the purchase and preparation of catered food are to be paid directly to the caterer, without involving HMBC.

Kitchen Code of Conduct

In the most basic terms, if you...

- ...open it, close it;
- ...take it out, put it back;
- ...turn it on, switch it off;
- ...get it dirty, clean it up.

Pantry/Refrigerator/Freezer

Certain standard pantry items are stocked in the kitchen cupboards, refrigerator, and freezer for HMBC ministry purposes. Let the HMBC Kitchen Rep know if something is running low so it can be restocked. Food stored for a specific purpose should be clearly marked or may be used for other HMBC ministry purposes. Food left over from a ministry event is not to be stored, but distributed following the event. *In some cases, leftover food is sold in support of the ministry hosting the event or in support of the Kitchen Fund.* All food stored will be discarded according to expiration date.

If food is purchased for an HMBC ministry event, expenses may be recovered via ticket sales, donations received for that purpose, or reimbursement from the HMBC budget where approved (*See F001 – Finance Policy Appendix A – Reimbursement Request*).

Coffee Equipment

Instructions for making coffee and for using the coffee maker and pump dispensers are posted in the kitchen. Periodically, a full water jug should be run through the coffee maker to keep it from running empty and burning out. Plug in only one percolator per electrical outlet (directly, not using an extension cord). Do not fill coffee into carafes or percolators labelled “hot water” or “tea”. Carafes and percs are washed by hand and should not be submerged.

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Clean-Up

Instructions for dishwasher/sanitizer use are posted on the kitchen wall. Dishes must be rinsed thoroughly before running them through the dishwasher/sanitizer. Cups with coffee/tea stains must be washed by hand. Wash dishes by hand using a fresh dishcloth and the hottest possible water. A capful of bleach in the rinse water ensures disinfection. Dishes must be dried (by air or with a fresh dishtowel) and returned to their proper places.

Cabinets and drawers are clearly marked to indicate where things belong. Keeping items sorted makes serving in the HMBC Kitchen more enjoyable and efficient.

Soap and water are to be used to clean ovens and keep all parts free of grease to avoid causing a fire.

Make sure used linens are dry before tossing them into the laundry hamper found below the serving counter. Laundering is done by the HMBC Kitchen Rep. *Reimbursement of expenses incurred for the purpose of linen laundering may be requested from HMBC (See F001 – Finance Policy Appendix A – Reimbursement Request).*

Although the custodian washes the kitchen floor regularly, crumbs should be swept up and sticky floors should be washed as needed.

Recycling, refundable bottles, and garbage are separated in marked bins in the kitchen. Full bags of garbage are sealed and tossed in the bins outside the east door.

Other

Flowers (purchased, not home-grown) may be stored on the refrigerator's bottom shelf only. Any debris from flowers must be cleaned up immediately.

If something breaks or is damaged, the individual/group responsible reports it to the HMBC Kitchen Rep and replaces the item (or provides compensation). If something is found broken, damaged, dirty, or faulty, please report it to the HMBC Kitchen Rep.

Some larger pots/pans and various kitchen equipment is stored separately by specific groups. Do not use them without permission. Dishes, cutlery, linens, etc. are not to be removed from the building without express permission from the HMBC Kitchen Rep.

Appropriately sized pots/pans are to be placed in such a way as to avoid under- or overusing stove top elements. Oven openings must be unobstructed for proper ventilation and overhead exhaust fans used when cooking.

The HMBC Kitchen Rep communicates with rental groups via the church office. Concerns may also be addressed via the HMBC Facilities Coordinator or the HMBC Leadership Team Executive. No other individual speaks to rental groups on behalf of HMBC.

Some groups (e.g. SMBF, HPAA) have a standing rental agreement with HMBC. They do not require the presence of the HMBC Kitchen Rep for use of the kitchen. They use their own pantry supplies and store some additional equipment in designated cupboards.