



BEAVER CREEK CUMBERLAND PRESBYTERIAN CHURCH

KITCHEN USE POLICY

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Kitchen Certification

Our kitchen gets a great deal of use and that is a **GREAT** thing. In order to help everyone use the kitchen and outdoor grill in a successful and safe manner, the Kitchen Committee is conducting a "Kitchen Certification" class which covers the use, care, cleaning, and securing of the kitchen. Any Sunday school class, circle, or group planning to use the kitchen, beginning May 1, 2007, will be a required to have someone available who is "Kitchen Certified". Keys for use of the kitchen will only be checked out to an individual who has been certified.

Any outside group, to include caterers, wishing to use the kitchen must have someone who is kitchen certified to open, check, and lock the kitchen. A kitchen usage deposit of \$100.00 will be required. At the end of the use of the kitchen the deposit less \$25.00 will be returned to the group, when check out list has been completed. The \$25.00 will be used to pay the individual who opens, checks the kitchen at the completion of use, and locks the kitchen.



General Guidelines for Use of the Kitchen

1. Paper products, cleaning supplies, coffee, cream, sugar, tea bags, etc. are available in appropriate cabinets to church groups. **Outside groups should supply their own.** If your group uses a large quantity of these items, please notify a Kitchen Committee member so supplies can be replenished. NOTE – These supplies are purchased from the Beaver Creek regular budget: Therefore any group using large quantities of any kitchen item on a **regular** basis may want to make a contribution to cover costs.
2. All paper, food, etc. should be disposed of in garbage cans in kitchen, these cans should be emptied into the dumpster, and new liners placed in cans.
3. Any Beaver Creek kitchen utensils used should be washed, dried, and put back in place where originally found.
4. All kitchen counters, stove tops, serving counters, etc. should be wiped clean after use.
5. If electric, gas, microwave ovens, or gas grill were used, they should be left clean.
6. Kitchen floor should be swept after each use and mopped when needed.
7. All ovens and appliances should be turned off before leaving kitchen. Coffee grounds should be emptied and coffee maker should be left clean and UNPLUGGED. If dishwasher is used, it should be EMPTIED, CLEANED and SWITCHED OFF. No water or food particles should be left in sinks or drains. **When you leave the kitchen, please be sure pilot lights on the stove are still lit.**
8. No leftover food or beverage should be left in refrigerator, freezer, cabinets or drawers of kitchen.

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9. Kitchen serving gate should be left locked with accordion doors open.
(NOTE- THIS IS IMPORTANT TO AVOID POSSIBILITY OF GAS BUILDUP IN KITCHEN!!)
10. Both kitchen doors should be locked upon leaving.
11. Damages of any kind to any kitchen facilities or items should be reported to Beaver Creek's Staff or Kitchen Committee member for repair/replacement.
12. Any dish cloths or towels used by your group should be laundered and returned to their proper storage drawer as soon as possible.
13. Please do not borrow any Beaver Creek kitchen utensils, candle holders, etc.



Reserving the Kitchen

After May 1, 2007, any group or individual wishing to use the kitchen should reserve it by contacting the Facilities Manager. When reserving the kitchen please let them know any supplies that you will need and who your representative will be. Representative must have attended the Kitchen Orientation Class. The representative will pick up the keys and a check sheet from the Facilities Manager in the Family Life Center. The key ring will have keys to the kitchen, fellowship hall, boiler room, storage room and the grill gate. When the keys and check sheet are returned to the Facilities Manager, please indicate on the check sheet anything that needs to be taken care of.



Use of outdoor grill

1. Unlock gate and remove cover from grill. Make sure the main gas valve (**Red Knob** on left side) and all burner knobs are in the “Off” position.
2. Unlock boiler room and place cover from grill in boiler room.
3. Turn on the gas supply to the grill in the boiler room.
4. Turn on the gas supply where the line comes out of the concrete at the right rear of the grill.
5. Fill water tubs to ½ inch of the top edges, check and refill as necessary during the use of the grill. Water should be within a ½ inch of the top of the water tub at all times.

Lighting instructions:

1. **Open** the cooking hood. Check to ensure that the main gas valve (Red Knob on left side) and all burner knobs are in the “Off” position.
2. **Open** the main gas valve (**Red Knob**) and press the automatic lighter.
3. **Check** that the entire runner tube is lit by looking through the sight holes located between the end burner knobs on front panel. If the runner tube will not stay lit, shut off the gas supply. Wait 5 minutes before attempting to re-light the grill. If grill will not light call Dan Dugger 865 300-4192.
4. **After** lighting the runner tube, open the desired burner valves and observe the burners light completely from the runner tube.

Warning: If the runner tube or burners fail to light or remain lit, shut off the gas supply and discontinue use of the grill. Call Dan Dugger 300-4192.

Shutdown instructions:

1. When finished cooking, cover the grill with aluminum foil, shiny side down, and let grill burn on high for 15 minutes to burn off residue.
2. To turn the grill off, turn the main gas valve (**Red Knob** on left side) clockwise to "Off", and then close all burner valves.
3. When grill has cooled sufficiently to handle, empty water pans in buckets provided, a kitchen committee member will dispose of this water and grease.
4. Wipe grill down with a clean cloth.
5. When grill has cooled cover up with grill cover.
6. Check to ensure that gas is turned off at all locations within the grill enclosure.
7. Lock grill gate.
8. Turn gas off in boiler room.
9. Lock boiler room.

Grill Safety information:

1. When the unit is not in use, the gas supply must be shut off at the main valve.
2. Minimum temperature for proper operation of the unit is 50 degrees Fahrenheit.
3. When this unit is in operation, exterior surfaces may be hot enough to cause injury.
4. Keep the number of people inside the grill enclosure to a minimum.
5. If the runner tubes or burners fail to light or remain lit, discontinue use of the unit. Shut off the gas supply and call Dan Dugger 865 300-4192.

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6. Do not use in high wind conditions.
7. If you smell gas, discontinue use of the unit and shut off the main gas valve in the boiler room. Notify Dan Dugger 865 300-4192.
8. Natural gas is highly flammable. Treat it with the caution and respect it deserves.
9. Surfaces of unit will become hot during normal operation and can cause burns, do not touch a hot unit with out protective clothing.

Emergency procedures: Turn off main valve in Boiler room as soon as possible.



Operating Dishwasher

Before operating dishwasher close the door and locate the on switch on the right side of the dishwasher. The fill and start button, and the drain switch are on the left hand side. **Caution:**

The fill and start are located on the same button. You will only need to use the fill button.

1. Raise the door on the dishwasher.
2. Turn it on.
3. Using the fill side of the start/fill button fill the bottom of the dishwasher up to the line.
4. Rinse dishes using hot water, removing caked on food, and place dishes on dishwasher trays.
5. Slide tray into the dishwasher and close the door. The dishwasher will start when the door is closed.
6. Watch temperature gauge on the front of dishwasher, if gauge does not reach 140 degrees then rerun the tray.
7. When dishwasher stops open door and remove tray.
8. To shut down, using drain switch empty the water from the dishwasher.
9. Turn off dishwasher.
10. Clean drain basket located under the washer.
11. Leave doors to the dishwasher open to allow the inside to air dry.
12. Wipe down and dry the drain boards.
13. Put trays back on racks. (Cup trays are stored with cups in them under the dishwasher drain board.)

Garbage disposal:

Make sure that water is running into the drain when disposal is operated. Disposal switch is located on wall above sink.

Food warmer table:

Open gate using key which is in the cabinet above the electric oven. After unlocking gate be sure to put key back in the cabinet immediately

1. Remove the counter top and put it between the refrigerator and the dishwasher drain board.
2. Plug the power source into the right side of the food warmer.
3. Adjust the heat on the wells being used.
4. In order to use the food warmer as a steam table place a long 6 inch pan with at least a pitcher of water in it in the well being used. Cover the pan with a lid to retain the heat.
5. When food is ready to be served put in a 3 inch pan and remove the lid from the pan already in the well and place the 3 inch pan in the 6 inch pan. Cover the 3 inch pan with a lid.
6. After serving, turn off all wells and remove the power source.
7. Remove and wash all pans, to include the pans which were used only for water. Residue builds up in these pans from the boiling water and makes them unusable for food. Place all pans in their proper place in the pan rack, located between the electric oven and the gas range, lids go in tub at the bottom of the rack.
8. Wipe surface of the food warmer down, being sure to remove all food scraps.
9. When the warmer is cool to the touch, replace the counter top.
10. Using the key from the cabinet over the electric oven close and lock the gate. Handles on the gate must be in the down position on the gate for it to lock.
11. Return key to cabinet.

Bunn Coffee Maker:

1. Plug in coffeemaker.
2. Wait 15-20 until you hear a gurgling or the front of the coffee maker feels warm.
3. Follow instructions on the front of the coffee maker.
4. Remove coffee grounds when finished.

5. Wash carafes and wipe down the coffeemaker.
6. **Unplug coffeemaker when finished.**

Hot Plate:

To be used to keep coffee carafes warm in the Fellowship Hall. Plug in and turn on. When finished turn off burners unplug and return to storage area behind coffeemaker.

Heat and Air Thermostat:

Cool to the right; heat to the left. Be sure to turn off before leaving the kitchen.

Ice Machine

1. Ice machine should be closed when not in use.
2. Pull ice forward to keep the machine producing ice.
3. Scoops should be used when filling glasses.
4. When through, wash the scoops and place them in the plastic tub on top of the machine.

Gas Range and Ovens:

Stove top and griddle:

Turn on:

1. Turn valves completely on.
2. Adjust flame
3. Burner flame should be ½" stable blue flame and should touch on the underside of a pot placed on ring grate.
4. **Turn on exhaust hood.**

Shut down:

Turn all valves to the off position.

Griddle cooks best on low heat.

Ovens:

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Right oven- turn on and set temperature. Pre heat for 15 minutes.

Left oven-(Convection oven) same as right oven- will cook faster if convection fan is turned on.

Cleaning of stovetop:

Clean up any spills and wipe surface of the cook top with a damp cloth.

Cleaning of Griddle:

**DO NOT CLEAN GRILL IMMEDIATELY AFTER USE –
ALLOW TO COOL AT LEAST 20-30 MINUTES!!**

Tools needed:

- Located on top of cabinets above Microwave (Use step stool to retrieve):
 - Ø Old Rags, Griddle Cleaning Pads, Wire Scraper w/Handle, Grill Brick

Please follow the following cleaning steps in the order shown (be careful & don't burn yourself):

1. Use gloves or rags at all times to protect hands!
2. Check Aluminum Pan in tray under Stove Grill controls & empty any food/grease particles into garbage can to make room for cleaning procedures. Replace dirty Aluminum Pan back in lower left corner (under hole in grill).
3. Using Easy Grill Scraper, lightly scrape any remaining cooked-on food/grease particles into aluminum pan through hole in front left corner of grill.
4. Remove Back Splash Panel against back wall of grill and wash with dishwashing liquid in sink.
5. Use pitcher of soapy dishwater & pour small amount on small area of grill beginning at back left corner (BE CAREFUL OF THE RESULTANT STEAM). Use Easy Grill Scraper to remove burned-on food scraping any particles through grill hole into aluminum pan. Continue this step with another small area of the grill until the entire surface is free of cooked-on food.
6. Using pitcher of clear, clean water, repeat step 5 above until grill is clean & soap residue is removed.
7. Using damp rags &, if needed, wire scraper tool, continue to clean grill until all food & soap residue is gone.
8. Using Grill Brick, rub small areas of the grill at a time -- polishing the entire grill surface until shine is restored. Wipe entire grill surface with damp rag to remove any grill brick dust.
9. Replace clean Back Splash Panel against back wall of grill.
10. Remove, empty, & clean OR replace Aluminum Pan from tray under Stove Grill controls.
11. Return all tools to their proper places & note any supplies that need replenishing on the refrigerator white board.

Coolers and Drink Dispensers:

Empty them and wash them with soap and water. They should be rinsed and dried, do not leave to drain on drain boards. Return to storage location.

Pots, Pans, Serving Utensils, and Silverware:

All pots, pans serving utensils, and silverware are stored in marked drawers and cabinets.

Ensure that they are returned to the proper location after use. Stock pots are stored on the stove shelf and should be returned to that location.

Pots and Pan Sink:

To close the drains in the pots and pans sink levers should be to the left to close and to the right to open to drain. When ready to drain add one cup of vinegar and drain slowly to keep the water and suds from building up around the floor drain. Scrape excess food from pans into the garbage cans before washing. **Grease should not be poured down drain, but allowed to cool and put in garbage can.** Also check the rims of all pots and pans to make sure they have been cleaned. Sprayer is controlled by the right faucet. Lever must be in the down position. Once finished, clean and get all food out of drains using the scrapers provided to help clean drains. Dry all drain boards. Do not leave anything to drain on the various drain boards.

Cleaning Supplies:

Cleaning supplies are located under the island sink.

Dish clothes, towels and aprons are located in marked drawers on the dishwasher side of the island. Be sure to wash dish cloths, towels and aprons and return them to the proper location when you use them.

Hand Sink:

A hand sink is provided for hand washing, please use that sink and not the sink in the island.

There is also hand sanitizer located on the island.

Freezer and Refrigerator:

The freezer and refrigerator are to be use for short term storage and anything stored in them

should be dated and marked as to who stored it. **No flowers are to be stored in**

the refrigerator.

Fire Extinguishers:

The handle for the extinguisher over the stove is located beside the door going into the

Fellowship Hall. There is also a portable fire extinguisher located on the cabinet next to door

going into the Fellowship Hall and in the Fellowship Hall.

RETURN KEYS AND CHECK SHEET TO FAYE