

ST. MICHAEL KITCHEN USE

CHECK LIST FORM

To insure the facility's readiness for the next group, each group's Point Person will:

1. Be responsible for proper procedures.
2. Complete the check list below to make sure proper procedures are followed and the kitchen is ready for another group.
3. Sign off on this check list, indicating that all items have been completed.
4. Returned this Check List form to the church office after the event.

Please review and check off procedures below for handling leftovers, cleaning, and trash removal:

- Any items that have been used must be completely dried and put away (not left to air dry).
- All countertops must be clear, clean, and sanitized.
- If oven racks have been removed they must be returned to their original position in the oven.
- Make sure all oven and stove knobs are turned off.
- All coffee and tea pots need to be off, cleaned, and put away.
- If the griddle has been used, the grease trap must be cleaned out (grease may be placed in an open can sitting on the stove shelf- then placed in the freezer for later disposal when solid.
- The shelf above the stove should be wiped down and grease free.
- Any food left over must be taken home, given away, or thrown out; it is NOT to be left in the refrigerator. If you truly believe something is worth saving, ASK in the church office if anyone can use it, otherwise it must be disposed of.
- Trash needs to be tied up and taken to the dumpster outside the kitchen door. New bags need to be put in the cans. Bags may be found in the labeled drawer closest to the refrigerator.
- Cans, glass, plastic bottles, and cardboard need to be rinsed and placed in the special recycling bins that also may be found outside the kitchen door.
- Any used towels, washcloths, fabric tablecloths, or aprons must be taken home, washed, and returned to the church within the week after the event.
- Any vinyl table coverings used must be washed down, sanitized, and folded when dry.
- Make sure all lights are off, and if you are the last group in the church, make sure that all of the church doors are securely locked

Signed

Group Name

Date

Please return this signed completed form to the church office. Thank you.

*Our goal is to maintain the high standard of cleanliness and organization
that is demanded of us by the Board of Health.*