



Kitchen Policies and Procedures Guide

(Managed by the Board of Trustees)

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La Trinidad United Methodist Church
Kitchen Policies and Procedures
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La Trinidad's Kitchen Policies and Procedures

The kitchen at La Trinidad's is for the use and enjoyment of members & organizations within our parish community, upon request. Your help is needed and expected to keep and maintain this building in excellent condition to provide a safe food service to all who use it.

This guide is designed to provide you with all the information you will need to use/request and enjoy the kitchen.

Safety First

As with all kitchens, there are appliances and work equipment that can be very dangerous if not handled with care. All kitchen equipment and accessories – including pots and pans, utensils, dishes, and tableware – belong to the church. Safety guidelines, below, must be always followed:

1. No unaccompanied minors are allowed in the kitchen at any time. Anyone under the age of 18 must have written permission from the Board of Trustees and all Church guidelines regarding Safe Sanctuary must be followed.
2. No person under the age of 18 will be authorized to request use of the kitchen.
3. A member/approved lead cook must be present during any kitchen use. Anyone using the kitchen equipment must be trained on the equipment and the cleaning rules before they will be allowed to use the equipment.
4. No more than **five (5)** approved people can be in the kitchen during an event.
5. At least two members using the kitchen for an event must hold and provide a Safe Food Handling Certificate, which can be attained through various sources online.
6. There is one fire system located in the kitchen.

A fire extinguisher is located on the wall next to the kitchen door near the gym to be used on small fires that are NOT grease fires.

A liquid agent (wet) fire suppression system is installed above the stove. This system will activate automatically when the heat above the stove is too hot/high. This system sprays a wet chemical on the range, shuts off the gas, and sends a signal to the fire alarm system. If it is activated, leave the kitchen IMMEDIATELY.

Pulling the fire suppression pin next to the kitchen door at the gym can also activate this system. Please review the various emergency exits before you begin your event and explain to the remaining kitchen staff.

7. Although the Health Department does not regulate the kitchen, it is desired that we meet their general guidelines to reduce the chance of food bourn illness:

- All meat/food is defrosted in a refrigerator. Never at room temperature
 - Separate raw and cooked/ready to eat food to prevent cross-contamination
 - All workers must wash their hands frequently in the designated sink only
 - Aprons are worn by those preparing food
 - Preparation surfaces are cleaned before, during, and after use
 - Food is cooked and stored at appropriate temperatures
 - Wear gloves when serving food
 - All food must be cut on appropriate cutting boards, not stainless-steel countertops/carts
 - No children unsupervised
8. No kitchen items will be removed or borrowed from the kitchen for any reason. Any take-out food should be sent using disposable containers.
 9. To reduce plumbing problems, food shall be removed, and the dishes initially rinsed in the left side of 3 compartment sink prior to being placed into the triple sink for soaking.
 10. Before you arrive, contact the Church Office to get a door code both for the exterior doors and for the kitchen, as applicable.
 - Small events require a 2-week advance notice.
 - Medium-sized events require a 1-month advance notice.
 - Large events require a 2-month advance notice.
 11. Upon arrival, wash your hands at the hand sink.

Hours of Operation

The kitchen doors (2) **must** always remain locked due to safety and liability issues. However, the kitchen may be used by parishioners at any time during our regular parish hours which are from 9AM to 5PM. Upon approved request to use the kitchen, a La Trinidad representative will be available to open the Kitchen for you.

Process to Reserve & Use the Kitchen at La Trinidad

1. Submit a completed Building Request Form.
2. Obtain approval to use the Kitchen.
3. Participate in Training Session to use the kitchen, if necessary.
4. Hold Event
5. Complete the Kitchen Sign-Out Sheet, hanging on the wall, indicating that all procedures were completed, and the kitchen is left clean.

Training

Orientation/training sessions on the proper use of the kitchen equipment, safety and cleanup procedures are available prior to requesting the use of the kitchen when appropriate.

Contact Church Staff at email@latrinidadchurch.com or 210.227.0546 to schedule a training session or for more information.

Requirements for Using the Kitchen

A deposit and/or fees may be required to use the kitchen for your event. If required, the deposit will be refunded only when the kitchen is inspected and found to be clean and in proper order no later than 2-4 weeks from the event's conclusion.

No person under the age of 18 will be authorized to request use of the kitchen.

The kitchen may only be used when reserved in advance with a *Building Request Form*, approved by the Pastor(s) and/or Board of Trustees and when your group has received the proper kitchen training if necessary. Church functions will be approved by the Pastor(s). All non-church functions shall be approved by both the Pastor(s) and Board of Trustees.

One person must agree to be responsible for the kitchen, ensuring proper use of the equipment, clean up and safety. This person must be listed, with proper contact information, on the *Building Request Form*. This individual must also be the last person to leave, ensuring the kitchen is left clean and everything is put back into its proper place.

The kitchen doors **MUST** be locked on your way out the door.

Each group or ministry is required to oversee the cleanup of the kitchen and surrounding area. Failure to properly clean the kitchen may result in additional charges for use of the space. Should you wish to hire someone to assist with the cleaning, they will need to have insurance and have LTUMC and Board Members listed as Additional Insured to include Waiver of Subrogation on a Primary and Non-Contributory Basis. Please contact Church Office at email@latrinidadchurch.com or 210.227.0546.

Non-Church Functions are not permitted to use the kitchen paper goods, coffee, consumables, supplies, items in the refrigerator, or linens. You must provide the food, supplies, paper products, and tablecloths for non-church program events.

Building Request Form and Procedures

A *Building Request Form* must be submitted to request the use of the kitchen. This is the same *Building Request Form* for reserving any space at the Church, but you must also specify the kitchen usage needs.

Please complete all the details on the Building Request Form, including kitchen needs. Submit the Building Request Form to the Church office as with any other building request.

Locate a Building Request Form

The *Building Request Form* may be found at any of the following locations:

- La Trinidad's Web Site at latrinidadchurch.com.
- Contact Church Office at email@latrinidadchurch.com or 210.227.0546.
- A hard copy is available at the Church Office.

Submit a Building Request Form

The easiest and fastest way to submit your *Building Request Form* and *Kitchen Building Request Form* is to email the completed form to the Church office at email@latrinidadchurch.com. It is recommended that you reserve the kitchen and any space as soon as possible as there is limited availability.

Your completed *Building Request Form* and *Kitchen Building Request Form* may also be left in the Parish Office indicating to the office staff of your request. Your request will be handled by the Office Staff.

Review & Follow-up on Kitchen Building Request Forms

Upon receipt of your *Building Request Form* and *Kitchen Building Request Form*, the request will be reviewed and a response will be communicated to you in a timely manner.

What is Available in the Kitchen to Use?

We have assorted cooking utensils, dishes, pots, and pans that are available for your use. Below is an overview of many commercial and industrial appliances and kitchen tools that will assist you in your event. We ask that you ensure that all kitchen supplies are taken care of and returned to their proper location.

Coffee

Coffee maker urns and containers are available for your use. Directions on use will be reviewed during the training session. Coffee is not provided for your use and you must bring your own coffee. **Please do not touch the controls to the small Coffee Maker.**

Ice Tea

We don't have an iced tea maker. However, large containers are available for your use. Cleanup is reviewed during the training session.

Ice Maker

Ice is provided. The large ice machine is located in the kitchen. Ice should only be removed from the ice machine with the white ice scoop located on top of the ice machine. The scoop should not be left in the ice machine and no other items should be used to remove ice from the machine (cup, pitcher, hand, etc.). **Please do not touch the controls to the Ice Maker.**

Refrigerators

The Refrigerator is for your use. With prior approval, you may deliver food before the date of your event. This approval is needed to ensure space is available for your group. All items should be labeled with your group's name and the date of use. **Please do not touch the controls to the Refrigerator. NO** food is to be left in the refrigerator after your event.

Freezer

The Freezer is for your use. With prior approval, you may deliver food before the date of your event. This approval is needed to insure space is available for your group. All items should be labeled with your groups name and the date of use. **ONLY** open the freezer door when required. If the door is opened and closed too often the freezer unit on top will freeze and the body of the freezer will defrost and ruin the food inside. **Please do not touch the controls to the Freezer.**

NO food is to be left in the freezer after your event.

Food Warmer Rack

The Food Warmer is only used to keep food warm, not for cooking. Turn on switch and knob located at the bottom front of the warmer. Inside temperature is shown on the bottom front, right side. Clean and turn off the switch and knob when finished.

Warming Table

Place a small amount of water to the level shown in each black coated built-in bin below the silver pan that will contain food. Plug the warming table in. The plug is located on the left side of the warming table. Set temperature with the knobs on the front. When finished using, turn off and unplug. The table has a built-in feature to let you know when the water level is low and needs to be refilled. To clean, drain out each bin of all the water by unscrewing each plug into a bucket that is located under the hand sink. Discard bucket water in the main sink using the far most left sink. Water bins are to be wiped clean after use, dry, and the stainless steel containers and spoons placed back in the bins.

Oven and Stove

Knobs on front turn on the stovetop. Black knobs with numbers turn on the oven. This stove is an industrial model and will heat at a much higher temperature than a normal residential oven. Use low heat to prevent burning your food. Do not place anything on the stove that is not being cooked as there are pilot lights that will melt or burn items quickly. Clean and turn off when finished. Turn on vent hood for each use including when using the built-in microwave and stove.

Deep Fryer

The Deep Fryer is available only upon special request. This fryer is designed for use with unbattered or pre-battered items only. Foods that are dipped in batter and fried will not cook in this fryer. Oil will not be provided. All oil must be strained, cleaned, and disposed of properly when finished. When finished, turn off the temperature and clean. **DO NOT** dispose any used or unused oil in the sink.

Dinnerware

You must bring your own disposable plates, eating utensils, cups, etc. Only church functions are allowed to use any remaining disposable plates, eating utensils, cups, etc. Donations are

accepted after event and must be placed in the proper location.

Dinnerware is only to be approved for use by the Pastor(s), which includes a complete set of dishes; dinner plates, dessert plates, salad plates, coffee plates, glasses, coffee cups, salt and pepper shakers, centerpiece vases and silverware available for your use.

Sinks

The large three-section sink next to the dishwasher is the only one to be used to clean dishes and cooking utensils. **Please do not put any food down the sink drains.**

- Right Side Sink – Used to rinse off dishes before washing. Make sure NO food goes down the drain. **All food must go into the trash.**
- Center Sink – Used to wash the dishes. Use the soap that is provided. Push the blue button on the facet nozzle to add soap to water. Use Hot water.
- Left Side Sink – Used to rinse soap off all washed items. Use hot water to sanitize.

Note: Dishes maybe left to dry a few minutes but MUST be put away.

Dishwasher

This dishwasher will make your life so much easier when it comes to cleanup. The dishwasher will wash in about 2 hours. ALL dishes must be scraped off and food into the TRASH (not sink). Dishes then should be placed into the dishwasher trays.

After washing, let plates, cups, glasses, etc. air dry on the right-side drain counter of the main sink for 3-5 minutes and put away. This is the most sanitary way to handle the dishes. Silverware and small cooking utensils will need to be hand dried. Use a clean towel.

Ensure that all dishes are dry and put away.

Dish Towels / Bar Mops

The Church will do our best to keep dish towels and rags available for use. If you have any that you can donate from home, please bring them into the kitchen as they seem to disappear.

You are welcome to bring your own towels and rags.

If you use towels and bar mops from the kitchen it is your responsibility to take the dirty rags home and wash them and return them as soon as possible (1 week preferably).

Cleanup/Checkout Checklist

Cleaning Checklist

There are some basic cleaning supplies (soap, rags, stainless steel cleaner, etc.) under the sinks in the kitchen to assist in keeping our kitchen clean. Please feel free to donate any cleaning supplies as these are donated.

- The kitchen should be cleaner when you leave than when you found it!
- The kitchen floor must be swept and free of dirt. Brooms and dust pans are located in the janitor's and kitchen closet.
- All countertops and workspace must be wiped down, even if not used.
- All dishes, pots, pans and utensils are to be washed, dried and put away. (No exceptions)
- All equipment (used and not used) should be wiped down and left clean. Use soap from the center sink to clean all items and sinks. There is stainless steel cleaner under the sinks of the kitchen to wipe off the refrigerator, freezer, food warming rack, etc.
- All trash in the Kitchen and in the gym if used are to be emptied into the dumpster which is located outside next to the storage building.
- All dirty towels and rags should be taken home to be washed and returned.
- Charges may apply if the kitchen/gym is not left clean and in proper order.

Appliance Checklist

- Food Warmer Rack – Turn off both the switch and knob
- Warming Table – Unplug and all control knobs on front turned off
- Dishwasher – Turn off
- Stove/Oven – Turn off all knobs in front and vent hood/light
- Deep Fryer – Turn off temperature

Checkout Checklist

- Take any dirty towels and rags that need to be washed.
- Remove any and all food items from Refrigerator and Freezer.
- Take all pans and containers that do not belong to the kitchen.
- Ensure that the floor is swept.
- Complete the Checklist in the Binder, hanging on the wall, indicating that all cleanup checkout procedures have been completed.
- Lock all 2 kitchen doors.
- Turn off all lights and go home.

Thank You

Thank you for your help in keeping our kitchen clean and safe for all to use. If ever have any suggestions or find something not in working condition, please contact the Church Office at email@latrinidadchurch.com or 210.227.0546.