

Rehoboth UMC Kitchen & Fellowship Hall Cleaning Checklist

Since we have no paid kitchen staff, please respect and honor our facilities by following our cleaning checklist. Please read and complete all of the items below so the next group finds it a clean, organized and hospitable space.

After confirming use dates with the church office, schedule a check-in time with the kitchen leader. We'll make the kitchen available to you for unloading groceries, orient you with the equipment you wish to use and check the areas below to ensure condition and proper use. Our goal is to have an immaculately clean and organized kitchen, free of bugs and church mice! You can assist us by respecting and safeguarding our equipment and facilities as you do your own possessions. Deposits are refunded after use and the checklist is completed with you by the Kitchen Leader or church staff. Failure to comply or damage equipment forfeits deposit and future use.

- Clean and dry all **stainless steel surfaces** with stainless steel spray cleaner located in the kitchen closet/pantry.
 - sinks
 - countertops (wipe all counters prior to use, as building debris is still settling)
 - stove, griddle area and oven doors

- Clean the inside and outside of all **ovens**, including **microwave** ovens.

- Refrigerator/Freezer** – leave clean and orderly
 - clean inside and outside (stainless doors w/stainless cleaner) **DO NOT TUG** on refrigerator doors! Doors cannot be re-opened for 40 seconds after just being closed.
 - **remove all left over food** from your event
 - press all doors firmly to ensure doors are closed properly

- Wash** all pots, pans, roasters, crock pots, utensils and chafing dishes with hot, soapy water, dry and return to their designated location
 - Use water with steam-trays/chafing dishes

- Use only hot water to thoroughly rinse **coffee pots**, dry and return to their designated location

- Ice Machine**
 - Check to make sure scoops are placed in container on top of ice machine.
 - No objects are to be placed inside the ice machine
 - No hands used to get ice

- Sweep and mop floors (When mopping kitchen floor, please open swinging doors into fellowship hall)

- Tables and Chairs**
 - sanitize tabletops with cleaners
 - put soiled towels in buckets under sinks
 - check chairs for food spills and clean when necessary

- Do not use the **dishwasher** unless a member of your group has been instructed in the use of this equipment. If used, leave empty and clean.

Empty all **trash cans**. Trash bags & trash cans are supplied. Tie trash bags and place in the trash cans with wheels and move the trash cans to the back of the multipurpose room. A kitchen committee volunteer will move to the dumpster. The trash cans on wheels do NOT go outside of the building.

General Safety

- wipe up spills immediately
- store knives safely
- know the location of the first aid kit, fire extinguisher, and emergency contact numbers
- No children under 14 are allowed in the kitchen

Final checks to conduct upon departure

- turn off all large appliances – ovens and stoves
- turn off and unplug all small appliances – coffee pots, mixers, toasters, etc.
- turn off all lights in the kitchen
- remove all food and decorations that are brought in for your event

Report damages or unusable equipment immediately to the kitchen leader and list below:

Signature: _____

Group Name: _____

Date: _____

Accepted by Rehoboth United Methodist Church:

Signature: _____

Kitchen Leader

Date: _____

FEE SCHEDULE:

Use of Kitchen & Fellowship Hall by a non- Rehoboth member:

- \$75 security/damage deposit due at time event is scheduled to secure event on the calendar
- \$225 kitchen & fellowship hall use fee (3 hour minimum)

Use of Kitchen by a Rehoboth member for personal use:

- \$50 security/damage deposit due at time event is scheduled to secure on the calendar
- \$175 kitchen & fellowship hall use fee (3 hour minimum)