

**KITCHEN RULES**  
**PLEASE READ BEFORE USING KITCHEN**

1. **Use gloves when preparing or serving any food**
2. If you use it, clean it and put it back in the proper place
3. **Do not pour grease or other foods down the sink** (we do not have a garbage disposal)
4. Please do not leave any food behind
5. **NO CHILDREN** allowed in kitchen while an event is going on
6. If you use the dishwasher, please **run it &** be sure to **unload it** when dishes are cleaned. Make sure you use **ONLY** the dishwasher powder. **DO NOT USE DISH DETERGENT**
7. Wipe up any spills on the floor or counters
8. Sweep the floor of the kitchen when you are finished
9. Wipe all counters and tables with disinfecting wipes
10. If you bring dishes from home, please take them with you
11. Remove all food stuffs from refrigerator after an event
12. Make sure warming drawers **are turned off & wiped out**
13. Care for all the appliances as if they were your own
14. Make sure all small appliances are cleaned & **unplugged** when you leave (ex: coffee pot, crock pots, etc)
15. Make sure **stove top burners, ovens and fans are turned off**
16. Keep combustibles away from stove top and burners
17. Be sure to place the ice scoop in its holder on side of icemaker. **DO NOT DROP INTO ICE BIN!**
18. Make sure refrigerator and icemaker doors are closed
19. If something is broken or damaged, please notify the church representative for the event
20. Run vacuum over carpeted area if food has been served
21. Empty **all** trash cans and place trash in outside containers. Replace liners (extra in pantry)
22. Make sure lights all lights are turned off
23. **PLEASE SIGN & DATE THE CHECKLIST**

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Signature

Date

THANK YOU