

South Hills Baptist Church

Kitchen Policies

1. Policies For Church Functions

- a. All church functions will have full use of all kitchen equipment and supplies.
- b. Please check the kitchen before buying any condiments, spices, ingredients, and other supplies. Please use opened items first. If you use any, please let the Kitchen Coordinator know if any items need to be replenished.
- c. Church functions off church property can use equipment only with the permission of the Kitchen Coordinator. All items should be returned the next day.
- d. Silverware should not leave the premises and will not be loaned to individuals.

2. Policies for Non-Church Functions

- a. All non-church functions (weddings, private parties, etc.) will have full use of kitchen equipment, but not paper goods, coffee, consumables, supplies, or items in the refrigerator or pantry.
- b. In order to use the kitchen with the facility, event coordinators must sign this list of policies before the event. The fee for using the kitchen is \$50. Additionally, the \$50 refundable deposit for non-church functions will only be returned if the kitchen (as well as the rest of the facility) is cleaned according to these guidelines.
- c. The Facilities Assistant (or whoever is working the event) will inspect the kitchen after an event, cleaning the kitchen if participants leave it in an unsatisfactory condition. This will be reported with documentation to the Church Office.

3. Kitchen Clean-Up for All Functions

- a. All leftover food should be thrown away or taken home immediately, or it will be disposed of.
 - b. Before leaving the building all dishes are to be washed and put away where they were found, all surfaces should be wiped clean, the floor must be swept and mopped, and all other supplies and equipment put away.
 - c. If food is brought into the kitchen prior to an event, it must be specifically labeled with the name of the event (e.g. Food for _____ Funeral, Food for Children's Ministry Party). Labels are located in the drawer under the microwave.
 - d. Please use disposable containers whenever possible or mark your dishes with your name and pick them up promptly. Any unclaimed/unmarked dishes or plastic ware will go to the church's Lost and Found two weeks after they are found.
-