

Kitchen Committee Policy May 2022

Purpose: The Kitchen Committee oversees organization, cleaning and keeps the kitchen stock of the necessary utensils and supplies. The committee also maintains the upkeep and cleanliness of the kitchen.

Guidelines: In an effort to assure smooth operation and proper function of the kitchen at First Baptist Church of Crestview, the following guidelines are hereby instituted:

- A. Use of the kitchen facilities must be coordinated through the Church office.
- B. It is incumbent upon each activity utilizing the kitchen facilities, to properly clean both equipment and facilities used. This is to be accomplished immediately following use. On several occasions the kitchen was not properly cleaned after being used. If this condition continues it will be necessary to keep the kitchen locked.
- C. The Kitchen Committee is not responsible for cleaning the kitchen. Their responsibility is to ensure that users clean after themselves.
- D. Any equipment removed from the kitchen will be duly logged out, listing what was taken, the date and by whom. All equipment will be thoroughly cleaned, returned to its assigned location, and properly logged back in.
- E. There are charts conspicuously displayed in the kitchen depicting assigned storage locations for each item. This will assist you in finding and returning equipment you may use.
- F. The kitchen cannot be a catch-all for items NOT pertaining to kitchen use.
- G. Left-over food is not to be placed in the refrigerator. Groups using the kitchen need to dispose of all left-over food. Items placed in the freezer will be labeled to indicate date and name of person placing the item in the

freezer. Items placed in the freezer will be disposed of within three months, or at the discretion of the Kitchen Committee.

- H. Any dishes or utensils brought in by Church members, or guests must be labeled with the owner's name, address, and phone number. This will enable notification of owner's as to the location of their property. Items not picked up within 30 days will be disposed of, as deemed necessary by the Kitchen Committee.
- I. Coolers and ice chests are stored in a cabinet located in Adult #8 Sunday School Department. Following use, they must be properly cleaned, dried, and returned to their assigned storage place. Coolers and ice chests are not to be left or stored in the kitchen.
- J. Groups utilizing kitchen facilities are responsible for securing/purchasing needed supplies to include food items. Purchases must be approved by the Church office prior to purchase.
- K. The Kitchen Committee is responsible for procurement of items needed for day-to-day kitchen operation.

Committee Members:

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