



GracePolarisChurch

Ministry Center Kitchen Use Guidelines

As you plan for your event at Grace Polaris Church, please note the list of guidelines below which will assist you in the use of the Ministry Center Kitchen. These guidelines have been designed with facility needs and Columbus Public Safety's food protection laws in mind, which ensure the safe and proper handling of foods and food-related items and which reduce the possibility of foodborne illness. Adherence to these guidelines is essential for Grace Polaris Church to maintain its license to operate this commercial kitchen.

For more information or to secure access to specific kitchen amenities (as indicated below), please contact Lorraine Smith, Ministry Center Kitchen Manager (614-796-0695; Lorraine.Smith@GracePolaris.org).

PROHIBITED ITEMS

The following foods and food-related items are prohibited throughout the Ministry Center.

- Red-Colored Liquids (Including Punch)
- Alcoholic Beverages

USING THE KITCHEN

Clean your hands at the appropriate sink(s). Upon entering the kitchen please wash your hands at one of the two available handwashing sinks (located near the ice machine or adjacent to the Ministry Center west entrance). Hands should not be washed using the Fruit/Vegetable Prep sinks (by the inside kitchen door) or the three-part cleaning sinks.

Use the provided disposable dishcloths. Cloth dishcloths are prohibited in the kitchen because they harbor harmful germs. Disposable dishcloths are to be used, which are located on the green storage rack behind the inside kitchen entrance door. Once used, please discard the dishcloth. If you are wiping down tables or countertops, please fill a green bucket (located on same storage rack) with hot soapy water and drain the bucket at the sprayer sink only.

Properly wash dirty dishes and utensils. Our goal is to keep foods, fats, oils, and grease from going down the drains. We ask that you follow these steps:

1. Scrape/wipe food debris from dishes and utensils into a trash container using a scraper or paper towel.
2. Once debris is removed from dishes, rinse at the sprayer sink only.

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3. If utensils need to soak for easy debris removal, place them in the round rinse bucket at the three-part sink, filling with hot soapy water and allowing them to soak.

◇ Wipe utensils clean using a paper towel and rinse at the sprayer sink only.

◇ To empty the rinse bucket, slowly pour soapy water down the sprayer sink drain and wipe the bucket free of grease. Food debris caught by the strainer should be thrown into a trash container.

◇ **Please Note:** If using utensils/serving items belonging to the church, place utensils into the rinse bucket and leave them. Place serving items in the three-part sink. A staff member will clean and sanitize them for you.

Trash will be removed for you. However, if you fill up both trash containers, please remove the double bags and line the containers with two new bags (located on the green storage rack).

KITCHEN AMENITIES

The following items are available for your use in the Ministry Center Kitchen. Please note that some items require prior approval by the Ministry Center Kitchen Manager.

Two Commercial Refrigerators

Two Commercial Freezers

Two High-Power Microwaves

Two Ovens

Six-Burner Gas Cooking Range

Griddle Top for Cooking Range

Two Large, Double-Bagged Trash Containers

Ice Machine Please only use the provided sanitary **ice scoops** to obtain ice from the ice machine.

Commercial Coffee Machine A \$10 per airpot (serves 10–11 people) charge includes Stauff’s Cup O Joe coffee, cups, lids, stir sticks, creamers, and sweeteners.

Automatic Dishwasher
Proper training is required; please contact Lorraine Smith prior to your event.

Three-Part Cleaning Sinks
These sinks are only to be used for washing, rinsing, and sanitizing. *Proper training is required; please contact Lorraine Smith prior to your event.*

Sprayer Sink This sink is only to be used to drain liquids and to rinse dishes or utensils that have been cleared of food debris.

Fruit & Vegetable Prep Sinks These sinks are located by the inside kitchen entrance door and are only to be used for the cleaning of fruits and vegetables or to fill water pitchers. Please do not wash hands or drain liquids into these sinks.

CONFIRMATION

Guidelines Sent To:

Guidelines Sent By:

Date:

For more information on the Ministry Center Kitchen or these instructions, please contact Lorraine Smith, Ministry Center Kitchen Manager (614-796-0695; Lorraine.Smith@GracePolaris.org).