



• 327 Newport Rd.
 • Duncannon, PA 17020
 • (717) 834-3431
 •
 •

Rev. Candace Arnold

Today's Vision / Tomorrow's Ministry

Otterbein United Methodist Church

Kitchen Rules and Regulations

Any person/group using the kitchen (even if they are not preparing the food in the kitchen) must have a person who has completed a Food Safety Course present.

Reservations for usage must be made through the Church Secretary 834-3431. The Fellowship Hall must also be reserved through the Church Secretary. The Campus Usage Policy must be signed and all rules and regulations from that policy are to be followed.

Trash must be disposed of in the church dumpster.

The person reserving the kitchen is responsible for leaving the area the way it was found (clean and organized) and must report anything broken or missing to the Church Secretary 834-3431 immediately following the event.

Only use the rooms requested; be respectful of other persons/groups using the Church Campus.

Sinks must be left empty, cleaned and dried. All appliances should be wiped down with a wet cloth and dried.

All dishes, cups, mugs, glasses and flatware must be washed in the dishwasher to sanitize before returning them to the cabinets. Only authorized persons can use the dishwasher. (To be trained contact the Church Secretary and she will put you in touch with a trainer).

The floors of the kitchen are to be swept and left clear and clean, there is a broom/dust pan in the fellowship hall closet for this purpose.

All food left in the refrigerator must be marked with the name of the group/occasion and dated. Anything left unmarked or for an extended period of time will be **Thrown Away**.

No Children under age 12 are permitted in the kitchen.

All foodstuffs stored in the kitchen **MUST** be put in a sealed plastic container.

Kitchen items do not leave the kitchen, unless approved by the Kitchen Coordinator. If approved, the items still must be signed out.

.....

“A PLACE TO GROW”