

GUIDELINES FOR THE USE OF PARISH KITCHEN

Purpose of use:

The parish kitchen is intended for the preparation and service of food for church-related events, ministry meetings and activities.

Reservation & Approval:

Any ministry or person must request the use of the kitchen in advance through the parish office. Approval for the kitchen usage will be granted based on availability and adherence to these guidelines. Only authorized users approved by the designated personnel may use the kitchen facilities.

Training & Safety:

Any ministry or person using the kitchen to prepare and/or cook food is required to obtain a food handler's permit prior to the use of the parish kitchen and must receive the proper training on all kitchen equipment they are planning to use. This includes and is not limited to the dishwasher, oven range, stovetop, coffee maker, etc. Any ministry or person must also follow safety procedures, sanitation practices and be responsible for ensuring that anyone in their ministry or group is aware of and follows safety protocols.

Hygiene & Cleanliness:

Authorized users must wash their hands thoroughly before handling any food or kitchen equipment. Clean and sanitize all surfaces, utensils, and equipment before and after each use. Dispose of waste and food scraps properly in designated bins.

Food Preparation/Storage:

Authorized users must store perishable items at appropriate temperatures to prevent spoilage. After the event and/or meeting is over, all leftover food must either be distributed, taken home, or disposed of. Nothing should be left in the kitchen. If items are left in the kitchen, refrigerator, freezer, or pantry, you risk them being disposed of, and the Church will not be responsible for those items.

Kitchen equipment:

Use kitchen equipment with care and follow the provided instructions. Report any malfunctioning equipment to the parish office immediately.

Fire Safety:

Keep fire extinguishers accessible and know how to use them. Ensure all appliances are turned off when you are done in the kitchen.

Cooking & Serving:

Cooking and serving should be done with consideration for food allergies and dietary restrictions, if needed. Use proper food handling practices to prevent cross-contamination.

Cleaning & After Use:

Thoroughly clean all kitchen surfaces, including countertops, sinks, stovetops, and ovens. Wash and put away all used dishes, utensils, and kitchenware properly. Dispose of trash and recyclables in appropriate containers.

ST. ANTHONY PARISH
2110 N. SAN ANTONIO AVE
UPLAND, CA 91784

Kitchen Supplies:

Any ministry or person using the kitchen is responsible for providing their own food and any specific items needed. The kitchen pantry will be stocked with essentials items, such as paper plates, coffee cups, utensils, napkins, paper towels, coffee, sugar packets and stirrers, etc. If specific items are needed for your event and or meeting, it is the person using the kitchen responsibility to bring what is needed and take those items with them. Any items left in the kitchen are at risk of being used by another ministry and or person.

Storage of Personal Items:

Personal belongings should not be left in the kitchen and must be stored outside the kitchen.

Emergency Preparedness:

Any ministry or person using the kitchen should be familiar with emergency procedures and exits in case of fire or other emergencies.

Report Damages or Issues:

Any damage or issues should be reported immediately to the parish office. Please be as specific as you can be regarding the issue(s) and if possible, include pictures of the damage and or issue and send them to the facility manager.

Liability & Insurance:

Any ministry or person using the parish kitchen is responsible for any damage or injuries that may occur during their usage. **Anyone renting the hall & parish kitchen outside of a parish activity is required to provide proof of liability insurance.**

Compliance:

Failure to comply with the guidelines may result in the suspension or revocation of future kitchen usage privileges.

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CHECKLIST

- ☐ ALL KITCHEN ITEMS USED ARE WASHED, DRIED AND PUT AWAY
- ☐ ALL FOOD WAS REMOVED FROM THE REFRIDGERATOR, FREEZER, COUNTERTOPS & PANTRY
- ☐ ALL APPLIANCES ARE CLEAN/WIPED DOWN
- ☐ ALL APPLIANCES ARE TURNED OFF
- ☐ ALL ITEMS IN THE PANTRY ARE PUT AWAY NEATLY
- ☐ ALL TRASH WAS COLLECTED AND DISPOSED OF IN THE DUMPSTERS
- ☐ LIGHTS & AIR CONDITIONING WERE TURNED OFF
- ☐ ALL DOORS WERE CLOSED & SECURED/LOCKED
- ☐ PICTURES AND/OR VIDEO AFTER THE PARISH KITCHEN WAS CLEANED UP AFTER THE MINISTRY EVENT OR ACTIVITY WAS SENT TO ROBERT VILLATORO, FACILITIES MANAGER. robert.v@stanthonyupland.org

MINISTRY NAME

NAME OF PERSON

DATE & TIME