

## EBCCC Kitchen Policy

*Love must be sincere. Hate what is evil; cling to what is good.<sup>10</sup> Be devoted to one another in love. Honour one another above yourselves.<sup>11</sup> Never be lacking in zeal, but keep your spiritual fervour, serving the Lord.<sup>12</sup> Be joyful in hope, patient in affliction, faithful in prayer.<sup>13</sup> Share with the Lord's people who are in need. Practice hospitality.*

(Romans 12: 9-13)

The Evesham Baptist Church family delight in showing love and fellowship through hospitality, and the kitchen is at the heart of that.

At Evesham Baptist Church Community Centre, the kitchen is run and maintained by church members and other users.

Catering / Stock Control: **Pip Jones**, Elaine Hooper & Chris Lingard

Coffee Shop Manager: **Elaine Hooper**

Health and Safety / Equipment Maintenance: **David Sommers**

Trustee Link & Lettings: **Derek Markie**

The kitchen serves the Centre and the community, and is for the use and enjoyment of all. It is expected that users keep and maintain this facility in an excellent condition in order to provide a safe refreshment service for all who use it.

It is recognised that many groups and individuals will use the kitchen. The procedures established for the use of the kitchen reflect requirements to meet national health and safety standards and to maintain licensure as a consumer serving kitchen. It is important that everyone follows the rules and guidelines.

We encourage all kitchen users to adhere to the kitchen guidelines detailed below in order to reduce the risk of a food-borne illness as well as to protect personal safety and comply with health regulations.

## **GUIDELINES FOR KITCHEN USE**

1. No more than 8 people should be in the kitchen at any one time.
2. Coats and personal bags are not permitted in the kitchen.
3. Wash your hands in the 'hand-wash' sink in the kitchen before handling any food or drink and follow good hygiene practises at all times when handling and preparing food.
4. Sanitize all surfaces prior to any food preparation.
5. The circular sink has a cold tap (suitable for drinking water) and a 'Quooker' tap which produces boiling water, please familiarise yourself with how it works or ask for guidance.
6. The fridge/freezer is a shared resource, please use it considerately
7. All perishable food should display 'best before' or 'use by' dates, if it does not it will be disposed of.
8. The use of tea towels is discouraged. If EBC personnel use them, or any other cloths they should be taken away with you and laundered and then returned. Hirers should please bring your own tea-towels if you intend to use them.
9. Use the dishwasher only if trained and where possible allow the items to air dry before putting them away. If hand washing, use the large sink nearest the draining board, use hot water and washing up liquid and, if possible, allow the items to air dry.
10. All spillages should be cleared up immediately, ensuring that there is no slip hazard.
11. All breakages must be cleared up immediately, giving due regard to safety of self and others. Ensure no shards remain and that any sharps are disposed of safely, wrapped/bagged and taken to the black bin in the bin store. Please report breakages or damages.
12. A dust-pan and brush can be found in the cleaners' cupboard in the corridor.
13. The Fist Aid Kit is in a clearly marked cupboard Please ensure you know its location. All cuts and grazes should be covered. All injury accidents should be recorded in the Accident Book.
14. Please do not use the kitchen if you think you may have a contagious illness (heavy cold, stomach bug, open wound etc).

15. Please sanitise all surfaces before you leave and ensure all prep and cooking appliances are turned off  
The dishwasher should be left open and turned off at the isolator on the wall.  
Make sure the fridge and freezer doors are closed properly  
Ensure any dirty laundry is taken with you.
16. In the event of a fire alarm the shutters on the hatches will close, therefore please leave nothing in those zones. These is very little time after you hear the alarm.
17. The kitchen serves a weekly Community Coffee Shop. Please do not use any items or equipment labelled 'Coffee Shop' without prior permission, or anything from cupboards labelled 'Coffee Shop'. Hirers should bring all their own consumables.

Please be considerate of other users when using this multi-user kitchen and its equipment and report any issues as soon as possible.

It is the user's responsibility to operate in a safe and hygienic manner and adhere to all guidance and advice.

Users are reminder that the kitchen is a functional space with many potential hazards, therefore only those intending to undertake a specific kitchen related activity should enter, and social gatherings unrelated to kitchen tasks should be discouraged.

When you have finished your session, please remember:

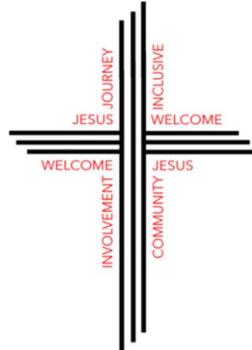
- Any towels / cloths used should be disposed of or taken away for laundering.
- If there food waste in the bin it should be black bagged and taken it out to the bin store.
- Recyclable plastic, paper and glass (but not foil or film) should be rinsed if necessary, placed in the recycling bin and emptied if more than half full, as loose items to the green bin in the bin store.

### **Good Food Hygiene practices:**

1. Wash hands when entering the kitchen for food and drink prep and:
  - After handling raw foods, or allergenic foods
  - After handling rubbish or waste, chemicals or cleaning equipment.
  - After blowing nose
  - After eating
2. Food must be stored at the correct temperature. Fridge 5 °C or below (Freezers -18 °C or below)
3. All made foods must have a 'best before' or 'use by' date and be allergen labelled
4. Keep raw and cooked foods separate
5. Cover all food
6. Please refrain from eating in the kitchen
7. Use different utensils for raw and ready to eat foods.
8. Use colour coded chopping boards provided, according to the colour guide to prevent cross-contamination.
9. Sanitise surfaces before and after use with disposable paper (blue roll or other)
10. Sterilise j-cloths between use
11. Avoid using tea towels, allow crockery to air-dry.

For all users who undertake a 'catered event' (more than just light refreshments) using the kitchen, please complete the 'Catering Checklist'.

# EBCCC Catering Checklist



## Before A Catering Event

1. Does the person leading have a food hygiene qualification?
2. Has the Kitchen Policy been read?
3. Are they trained to use the dishwasher?
4. Wear an apron
5. Sanitise all surfaces using disposable cloths before food prep
6. Be aware of where the first aid box is
7. Check fridge temperature is at 5°C
8. Is allergy information available for consumers
9. Check all food is within 'use by' date

## At End of Event

1. Clean down dishwasher, turn off and leave open
2. Dispose of dirty cloths and remove any laundry
3. Turn off all prep and cooking appliances
4. Clean and sanitise all surfaces
5. Ensure all surplus food is removed or has clear 'use by' date
6. Check fridge temperature is at 5°C
7. Report any damaged or broken equipment, or any issues
8. If bin is full, or has food waste, please take it to the bin store

Event .....

Date .....

Name of Lead Person .....

Signature .....