



Williamson's Chapel United Methodist Church

"A church at the crossroads reaching out to the world"

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Welcome to Williamson's Chapel United Methodist Church and to our Fellowship Hall and Kitchen.

To enable you to use these facilities effectively, our Kitchen Committee has assembled a guidebook, which is attached. This guidebook will inform you on how to use the equipment and where to find supplies, utensils, etc. Our desire is for your event to be successful and with a minimum of anxiety.

Please keep in mind the importance of sanitation in a kitchen which is used by many different individuals at different times. Bacteria grows quickly in sinks and on surfaces. Please clean these areas before and after your food preparation.

These facilities exist for the glory of God and the good of His Church. Our prayer is that you will be blessed as you enjoy your event here.

Sincerely,

The Kitchen Committee
Williamson's Chapel UMC

I. Fellowship Hall

- (A) Clean tabletops prior to AND after use with a sanitizing cleaner. Wipe tabletops dry with a dish towel.
 - (1) Sanitizing cleaner is kept in the kitchen above the ice maker. Dish towels are in the far left cabinet above the sink.
- (B) Clean all spills on carpet immediately with dry towel followed by vigorous scrubbing with wet towel (water only).

- (C) Wipe chair bottoms and vacuum carpet area used.
 - (1) Suggestion – To minimize clean-up, use tables in a localized area.
 - (2) Additional tables and chairs are located in the storage room in the rear of the fellowship hall. The vacuum cleaner is kept in the janitors closet outside the fellowship hall in the hall across from the bathrooms.

II. Kitchen

(A) Refrigerator

- (1) Leftover food, opened drinks and unopened perishable items are to be picked up within two days or they will be disposed of.
- (2) Exception – Items such as catsup, mustard, mayonnaise, salad dressings, butter, etc. may remain PROVIDED any such item is covered or sealed in some manner and labeled with the date opened. Labels are located in the top right hand drawer as you enter the kitchen.
- (3) All items must be sealed tightly. Freezer bags are provided in the pantry on the top right shelf as you enter.
- (4) Clean all spills (no matter how small) IMMEDIATELY with a damp dish cloth.

(B) Freezer

- (1) All items are to be sealed and labeled. Please use as soon as possible. Freezer bags are provided in the pantry on the top right shelf as you enter.
- (2) All spills must be cleaned up IMMEDIATELY with a damp dish cloth.

(C) Sinks

- (1) Rinse sinks with hot water prior to use.
- (2) Rinse all cooking utensils with hot water prior to use.
- (3) After use, wash all cooking utensils and place in respective storage areas.
- (4) Do NOT leave any containers soaking in the sinks.
- (5) Remove all food particles from the sink and rinse with hot water.

(D) Coffee Maker

- (1) Rinse coffee pots with hot water before use.
- (2) Place clean filter and one packet of coffee into basket. Filters and coffee are located in the drawers and cabinets directly under the coffee maker.
- (3) Push START button on the top front of the coffee maker to begin process.
- (4) Warming units for additional pots of coffee are located on top of the coffee maker and also a stand alone unit with two burners is located to the side of the coffee maker.
- (5) After use turn burners off and empty all coffee from pots. Wash pots in sink and dry them. Empty coffee grounds and filter from the basket and rinse basket clean.

(E) Tea Maker

- (1) Tea dispensers are stored in the pantry on the wire shelving.
- (2) Wash & rinse tea dispensers with HOT water before use.
- (3) Filters and Tea packets are located in cabinet below tea maker.
- (4) Place clean filter & 1 packet of Tea into wire basket at the top of the unit.
- (5) If red light marked “Brew When Lit” is on unit is ready. Press Brew button to begin making tea.
- (6) Do not move tea dispenser until unit stops dispensing water.
- (7) After unit has completed making tea remove wire basket and empty filter and used tea into garbage can.
- (8) When finished with tea dispensers wash and rinse them thoroughly with HOT water and detergent. Dry and replace the dispensers on wire shelving in the pantry.

(F) Stove and Oven

- (1) Pilot is continuously on. Turn to desired temperature and begin cooking. (See manual for details on use)
- (2) After use wipe all surfaces with wet cloth.
- (3) Clean any spills in the ovens with warm soapy water.
- (4) Do NOT store any pans in ovens.

(G) Convection Stove

- (1) See manual for instruction on use
- (2) Clean oven thoroughly after use with warm soapy water.

(H) Deep Fryer

- (1) See manual for cooking instructions and cleanup.

(I) Dishwasher – Hobart

Start-up Procedure

1. Make sure the lower and upper arms spin freely.
2. Make sure that both strainers are clean and seated properly.

3. Close the door and press the “ON” button. During fill cycle, the display will indicate:
 - Sump temperature with a flashing “FILL”
 - Indicator during temperature booster preheat. Preheat can take up to 8 minutes.
4. The fill is complete when the display indicates the sump water temperature and the “FILL” indicator is off.

Normal Operating Procedure

1. Heavily soiled pans, dishes and utensils with dried-on food should be presoaked before placing in the washer.
2. Load the racks with dishes, bowls, coffee pots, pans, utensils and silverware items,
 - Do NOT overload the racks
 - Only put one rack in the washer per cycle
 - Do NOT leave heavy weights in the rack overnight
3. With the loaded rack resting on the door, slide the rack into the washer
4. Close the washer door and press “WASH”
 - * WASH and RINSE will display during cycle
5. Cycle is complete when sump temperature is displayed

End of Use Procedure

1. Press “OFF”, the dishwasher will drain and turn itself off. Door must be closed for water to drain.
2. Clean strainers and make sure all holes in wash arms are open for proper water flow.
3. Leave the door ajar to allow the interior to dry.

(J) Disposals

- (1) Place ONLY food items in disposals
- (2) Insure no utensils or dish cloths are in disposals before turning on switch.
- (3) Keep hands away from unit when turned on.