

Kitchen Commandments

Instructions for the use of the Church Kitchen/Fellowship Hall

If you use the kitchen and/or fellowship hall, you should do the following:

- 1** Have enough people for set up and clean up.
- 2** Make sure **all dishes, pots and pans** are washed and put into their proper places.
- 3** **All trash cans** must be **emptied** and **trash taken outside** to the dumpster.
- 4** **All cardboard boxes** will be broken down and taken outside to the **recycle dumpster**.
- 5** **All tables and chairs** will be **cleaned and put away**.
- 6** The kitchen and fellowship hall **floors will be swept**.
- 7** **All dirty towels** must be taken home, **washed and brought back** to the kitchen.
- 8** **All food** that is put into the refrigerator and freezer **must be labeled and dated**.
Refrigerator Ex: Hotdish, UMW for April 2; or Leftover salad, please eat, toss by April 9. Freezer Ex: Enchiladas, Rick Anderson, frozen 3/30.
- 9** Make sure **all coffee machines and coffee makers** are turned off, emptied and cleaned.
- 10** Make sure **all burners and ovens** are **turned off**.
- 11** Make sure **all lights and fans** are **turned off**.
- 12** **The last one to leave the building** needs to make sure **all doors are locked** and the **alarm has been set**.
- 13** **Report to the office** anything that is **not operational or broken**.

If you have any questions, please contact the Board of Trustees. Trustee Chair: Angie Eichten (612) 250-1662.