



Church Kitchen Policy, Procedures, Protocol, and Request Form

Church Address: **City Tabernacle of Seventh Day Adventist**

City, State, Zip: **562 W 150th St, New York, NY 10031**

Phone: **(212) 234-5630**

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Effective Date: _____

Approved By: Church Leadership / Board of Trustees

1. Welcome and Introduction
2. Purpose of the Kitchen Policy
3. Kitchen Access and Authorization
4. Event and Kitchen Use Approval
5. General Kitchen Use Guidelines
6. Equipment Use and Protection
7. Refrigerator and Food Storage Policy
8. Food Safety and Sanitation Standards
9. Kitchen Supervisor Responsibilities
10. Kitchen Cleaning and Closing Procedures
11. Kitchen Use Request Form
12. Kitchen Cleaning Checklist
13. Liability and Responsibility Agreement
14. Policy Violations and Enforcement
15. Administrative Approval Signatures

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1. **WELCOME AND INTRODUCTION**

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The church kitchen is an important ministry resource that supports fellowship, hospitality, and church-sponsored events. Proper stewardship of this space ensures that it remains clean, safe, and available for the entire church community.

This handbook outlines the official policies, procedures, and expectations governing the use of the church kitchen.

All members, ministry leaders, volunteers, and outside groups requesting use of the kitchen must comply with these guidelines.

2. **The purpose of this policy is to:**

- Maintain a clean and sanitary food preparation environment
- Protect church-owned equipment and facilities
- Ensure proper scheduling and supervision of kitchen use
- Promote safe food handling practices
- Provide accountability for individuals responsible for events

3. **The church kitchen is a restricted area**

- Members and visitors may not enter or use the kitchen without prior authorization.
- Access is limited to individuals connected with approved church events.
- Authorization must be granted by the Hospitality Department.
- Unauthorized use of the kitchen is strictly prohibited.
- No kids allowed in the kitchen without proper supervision

4. **All kitchen use must be associated with a pre-approved church event**

Requests must include:

- Name of the event
- Date and time of the event
- Responsible individual or ministry leader
- Estimated attendance
- Description of food preparation activities

Requests should be submitted at least 1 month before the event.

Kitchen access will only be granted after approval has been received.

5. Approved users are expected to maintain a respectful and organized environment

Users must:

- Maintain cleanliness throughout the event
- Follow food safety standards
- Use only approved equipment
- Supervise all volunteers assisting with food preparation
- Restore the kitchen to its original condition after use

The kitchen must always be left clean and ready for the next ministry or event.

6. Kitchen equipment is church property and must be handled responsibly

Equipment includes but is not limited to:

- Stoves and ovens
- Refrigerators and freezers
- Microwave ovens
- Dishwashing equipment
- Church-owned cookware and utensils
- Food preparation tools
- Ice maker

Equipment may not be used without permission.

Any damaged or malfunctioning equipment must be reported immediately.

Church equipment may not be removed from the premises without authorization.

7. Food storage is restricted in the church kitchen

- Food may not be stored in the refrigerator or freezer without authorization.
- All food brought into the kitchen for an event must be removed immediately after the event unless prior approval is granted.
- Unlabeled or unauthorized food may be discarded without notice.
- Personal food storage in the church kitchen is not permitted.

8. All individuals preparing or serving food must follow proper food safety practices

Standards include:

- Washing hands before handling food
- Using clean utensils and sanitized surfaces

- Preventing cross-contamination between raw and cooked foods
- Maintaining proper food temperatures
- Cleaning spills immediately
- Proper waste disposal

These practices protect the health and safety of all participants.

9. **Each event must designate a Kitchen Supervisor.**

The Kitchen Supervisor must:

- Ensure all policies are followed
- Supervise volunteers assisting with food preparation
- Monitor proper use of equipment
- Ensure the kitchen is cleaned after the event
- Report any damage or concerns

10. **The kitchen must be cleaned after every use**

Cleaning responsibilities include:

- Washing, drying, and storing dishes and utensils
- Cleaning countertops, tables, and sinks
- Wiping appliances used during the event
- Removing all trash
- Sweeping floors
- Mopping floors if necessary
- Turning off appliances
- Turning off lights

The kitchen must be left ready for the next event.

11. **Kitchen Use Request Form**

Requestor Name: _____

Ministry / Group: _____

Phone Number: _____

Email Address: _____

EVENT INFORMATION

Event Name: _____

Event Date: _____

Start Time: _____ End Time: _____

Estimated Attendance: _____

Event Location: _____

KITCHEN USE DETAILS

Will food be prepared in the kitchen?

☐ Yes

☐ No

Will kitchen equipment be used?

☐ Yes

☐ No

Equipment Requested:

☐ Stove / Oven

☐ Refrigerator

☐ Microwave

☐ Preparation Area

☐ Other: _____

REQUESTOR AGREEMENT

I acknowledge that I have read and agree to follow the Church Kitchen Policy Handbook.

Signature: _____

Date: _____

12. Kitchen Cleaning Checklist

GENERAL

- ☐ Remove all food and personal items
- ☐ Dispose of all trash properly
- ☐ Replace trash liners if necessary
- ☐ Sweep floors
- ☐ Mop floors if necessary

DISHES

- ☐ Wash all dishes and utensils
- ☐ Dry and return items to storage
- ☐ Clean sink area

SURFACES

- ☐ Wipe and sanitize countertops
- ☐ Clean tables and preparation areas
- ☐ Clean microwave and stove if used

FINAL CHECK

- ☐ All appliances turned off
- ☐ Refrigerator checked for event items
- ☐ Equipment returned to proper place
- ☐ Lights turned off
- ☐ Kitchen left clean and orderly

13. **Liability and Responsibility Agreement**

Responsible Person Signature: _____

Date: _____

The individual requesting the use of the church kitchen assumes responsibility for the conduct of all participants and the proper use of church equipment and facilities.

The church is not responsible for personal property brought into the kitchen area.

All users agree to follow the church's safety and sanitation policies.

14. **Policy Violations and Enforcement**

Failure to comply with these policies may result in:

- Suspension of kitchen privileges
- Cancellation of scheduled reservations
- Additional actions determined by church leadership

Repeated violations may result in permanent restriction from using the kitchen.

15. **Administrative Approval Signatures**

This handbook has been reviewed and approved by the leadership of the church.

Pastor: _____

Signature: _____

Date: _____

Board Chair / Trustee Representative: _____

Signature: _____

Date: _____

Hospitality Head: _____

Signature: _____

Date: _____