

Kitchen Notes

Equipment

Instructions on how to use the equipment etc have been placed in the kitchen in appropriate places and instruction booklets are available in the red folder on the wall next to the hatch to the Tyndale Hall. Please make sure that before your event, you are able to operate all the equipment which you will need. The Caretaker, will be happy to arrange to explain the operation of any of the machines if you are unsure.

Tap Water Boiler. Larger one needs approx 40 mins to boil. Small one needs approx 15 mins to boil. Switches are on the wall and the machine. Make sure that you switch them off after use. They re-fill automatically.

Sinks. Use the correct sink for the correct job. See notices at back of sinks. Rinse all crockery in the correct sink before placing it in the **steriliser** which **must** be used for washing up. It takes only one tray at a time.

Washing-up Liquid Dispenser. Situated over the washing up sinks, dispenses the correct amount of liquid for use. Make sure the spout is over the sink. Hold the dispenser firmly either side of the button and press the button firmly.

Hatches. These must be closed completely after use as they act as a fire break. Keep finger on button until the motor stops, a few seconds after the hatch reaches the bottom.

Cooker. Above the cooker there is an extractor hood which must be turned on when the cooker is in use. Please also turn on the fan in the window to bring clean air into the room.

Crockery, utensils etc. All drawers and cupboards are labelled with the items they contain. There is sufficient crockery etc to cater for 50 people in the kitchen. Please inform the Church Administrator when you make your booking if you require extra crockery etc. Anything you use must be put back in the correct cupboard after use. This is particularly important when using extra crockery from the store cupboard.

Food

Do not leave any food out in the kitchen under any circumstances.

If you leave perishable food in the fridge or freezer, it must be labelled with your name and the date you anticipate using the food. Any food left in the fridge or freezer after the labelled date will be thrown away. Any unlabelled food or drink will be thrown away.

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Cleaning

Equipment for cleaning the kitchen (mop, brush, dustpan etc) can be found in the cleaning cupboard in the kitchen. Do not use this equipment in any other part of the building or any other cleaning equipment in the kitchen. Equipment for cleaning other areas is in the cupboard in the small corridor between the back door and the Hall.

- All surfaces and equipment must be wiped clean after use. This includes the cooker.
- Floor must be swept clean.
- Remove black bags from rubbish bins, tie up and place in green dustbin in car park. Put new black bag in bins and wipe lids.
- There are recycling boxes in the kitchen situated under the food preparation sinks. Please use the correct box for the correct materials.
- For cleaning paint and glue brushes and pots and floor mop, please use the sink in the disabled toilet. Use this sink also for filling buckets. Please empty buckets into the drain outside.

Turning off services in an emergency. Information on the location of switches, stop cock etc is on the notice on the wall above the red folder.

You should not be in the kitchen unless you are preparing food, cooking or cleaning up.

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