

GUIDELINES FOR USING THE KITCHEN

1. All Health Department rules should be followed as posted in Trimmer Hall by the north kitchen door.
2. Cleanliness when preparing and serving meals should be a priority.
3. Before shopping, check the refrigerator and cabinets for items needed.
4. Any food without an expiration date left in the refrigerator should be labeled with the date it was prepared. **USE PREPARED LABELS ON THE SIDE OF THE REFRIGERATOR.** Some food may be used within 3 to 4 days, depending on the type of food. (Some from Sunday could be used Wednesday – Wednesday on Sunday.) **FOODS NOT DATED WILL BE DISCARDED.**
5. **FOOD SHOULD BE OFFERED TO ATTENDEES OR SHUT-INS AND NOT PLACED IN THE REFRIGERATOR.** If any ingredients are left in the refrigerator, label with the date it was placed there. **USE PREPARED LABELS ON SIDE OF REFRIGERATOR.** Foods not dated will be discarded.
6. All foods placed in the freezer should be labeled with the date.
7. Any items in the kitchen or refrigerator for certain groups or meals should be labeled with the name of the group or event. **USE PREPARED LABELS ON SIDE OF REFRIGERATOR.**
8. The kitchen should be cleaned after every event. No dirty dishes or pans should be left on the counters or sinks. Counters and sinks should be cleaned with the disinfecting spray on the sink.
9. Tables and chairs in Trimmer Hall should be cleaned after every event.
10. Dish towels should be laundered and returned to the kitchen as soon as possible.
11. No items (utensils, dishes, etc.) should be taken from the kitchen unless previously approved by Kitchen Chairman, Mary Nelson.
12. If the last of any item is used, it should be noted on the dry-erase board located on the refrigerator.