

Use of the Hall Kitchen must be booked and approved by the Ann Street Trust Manager. Once the kitchen has been booked, you will be required to abide by the following policies and procedures that govern the use of this space. Use of the Hall Kitchen requires that you read and follow these procedures.

The Ann St Presbyterian Church Hall Kitchen is primarily a CATERING KITCHEN, it is not intended for day to day use.

EQUIPMENT

- All equipment used must be washed using the dishwasher provided and placed back in its correct place. The dishwasher must be used for washing dishes, etc.
- Before stacking items on the dishwasher rack, all residual food/liquid must be removed using the spray jet. Dishes need to be stacked in an organised and uncrowded fashion to produce best results and to avoid breakages.
- All equipment must be used only for its intended use. Should anything be broken or found to be faulty this must be reported immediately to the Ann St Church Trust Manager on 0490 125 561 or Emily.ODonnell@annstreetpctrust.org.au (If a breakage is deemed to be due to misuse you may be liable for the replacement cost.)
- All cleaning solutions are stored in the cupboard behind the child lock near the dishwasher. After use, solutions must be returned to this cupboard and the child lock engaged. No other cleaning solutions, e.g. hand dishwashing detergent are to be introduced to this kitchen.
- All equipment in this kitchen must remain in this kitchen and not be transferred to any other kitchen in the building.

REFRIGERATION

The purpose of the refrigeration space is NOT for the storage of:

- LEFT OVERS - IF YOU HAVE FOOD STUFF LEFT OVER FROM AN EVENT PLEASE TAKE IT HOME unless you are certain it will be used within 2-3 days. When leaving anything in the refrigerator please label it with YOUR NAME and the DATE at which you placed it there. Any food stuffs which are past their use by date or which have been left in the refrigerator longer than 7 days will be disposed of.
- BOTTLED DRINKS must only be placed in this refrigerator for the purpose of getting them cold for an event providing the space is not needed for other food stuff. It is your responsibility to check what refrigeration space is required, don't just assume you may fill the refrigerator with drinks. Drinks may not be stored in this refrigerator from one event to another. Any leftover drinks must be removed and stored on the shelving provided in the storeroom. Water jugs must also be emptied, cleaned and stored on the shelf.
- When using this kitchen it is your responsibility to ensure that the refrigeration space is cleared and left vacant for the next user.

FOOD SAFETY

- It is important that anyone handling food exercises good hygiene and washes their hands regularly. The hand basin and soap dispenser are provided for this purpose.
- Cutting boards MUST be used when slicing/cutting up food. Never cut food directly on the bench top. Colour Coded Cutting boards must only be used for their intended purpose; please refer to poster.
- Food must not be left on benches for a prolonged period of time. Cold food must be stored in the refrigerator and be kept below 5° until it is served. Likewise hot food must be kept in the warmer or oven above 60° until served.

CLEANLINESS

At the conclusion of your event it is a condition of use of this kitchen that:

- The dishwasher is emptied and left according to the instructions provided.
- All equipment used (including warmers, ovens, microwave, refrigerator, etc.) is wiped out and left clean for the next user.
- All benches are wiped down using the correct cleaners provided.
- Sinks are rinsed out and wiped clean.
- The floor must be swept and mopped using equipment provided in the adjacent room.
- All rubbish is removed and taken to the industrial bins on level B1.

IN THE INTEREST OF SAFETY THIS KITCHEN IS NOT TO BE TREATED AS A THOROUGHFARE OR A MEETING PLACE. ONLY KITCHEN WORKERS ARE PERMITTED IN THE KITCHEN. NO CHILDREN ARE ALLOWED IN THE KITCHEN.

I have read and agree to comply with the regulations for use of the Ann St Presbyterian Church Hall Kitchen as set out in this document which is in accordance with CHASE requirements.

..... (Signature/Date)

If you have any questions regarding the content of this form you must follow up with the Kitchen Supervisor: Adele Young (0409 910 462 or ian_del@bigpond.net.au) for clarification and understanding.