

Effective As of: March 13, 2023

CTC KITCHEN GUIDELINES

1. MAKE A REQUEST TO USE THE FACILITIES KNOWN TO THE KITCHEN COMMITTEE VIA EMAIL OR TEXT. (NO PHONE CALLS PLEASE).
2. MASKS, GLOVES AND APRONS PROVIDED BY THE KITCHEN SHOULD BE WORN DURING FOOD PREPARATION AND SERVICE.
3. ALL FOOD SHOULD BE SERVED FROM BEHIND THE COUNTER SHIELDS.
4. NO OPEN DRINK DISTRIBUTION. DRINKS SHOULD BE IN INDIVIDUAL CONTAINERS, EXCEPT COFFEE.
5. NOTIFY THE KITCHEN COMMITTEE VIA EMAIL OR TEXT OF ANY SUPPLIES THAT ARE DEPLETED.
6. COVER YOUR FOOD WHEN USING THE MICROWAVE OVEN
7. ALWAYS HAVE A CLEAN-UP CREW.
 - WASH OR WIPE DOWN SURFACES INCLUDING THE INSIDE OF THE MICROWAVE OVEN AND THE STOVE'S OVEN
 - THROW AWAY OR GIVE AWAY ANY LEFTOVERS, FOOD OR DRINKS
 - PUT EVERYTHING AWAY YOU USED DURING YOUR FUNCTION
 - ALWAYS EMPTY AND DRY OUT THE COOLERS
 - TAKE WET DISH TOWELS HOME & RETURN THEM TO THE CHURCH OR USE DISPOSABLE CLOTHS
 - SWEEP THE HALL AND MOP UP ANY SPILLS
 - EMPTY ALL TRASH CANS
 - MAKE SURE DOWNSTAIRS MEETING ROOMS' TRASH IS EMPTIED IF FOOD WAS EATEN OR SERVED OUTSIDE OF THE FELLOWSHIP HALL.