



Kitchen Usage Policy

Rev 1 April 2023

Rules of usage:

- To use the kitchen, ministry leaders and or lead volunteers must have a “Food Safety Handlers Certification.”
- Person with FSH certification must be on site when food is being prepared
- Kitchen must be reserved through the room request process
- Teams must follow all food safety protocols (as explained in the certification) including proper hand washing, proper ventilation, clean up, etc.
- There will be daily verification of compliance to state standards. These verifications will be handled by the kitchen manager but will require proper usage on the part of the ministry to meet compliance.

Define Preparing food:

- Food prep includes cooking food as well simple tasks such as cutting, reheating and cooling. Even using the popcorn machine counts as food prep.
- Any food that is already prepared or prepackaged and does not require any food modification is not considered “food prep”
 - For example, if you have Qdoba cater a meal and it requires no food modification, the kitchen can be used for staging, storage, and does not need a FSH certification.
 - If you have leftovers and you reheat those leftovers to serve at another time, that is considered Food Prep.

Process for ministries to use the kitchen:

1. Ministry leader or champion takes the “Food Safety Handlers Certification” course
2. Upon completion of the FSHC, ministry leader or champion will have a walk through training with your kitchen manager (currently Steve Shireman 3-1-23)
3. When usage is required, ministry leader or champion will request usage of the kitchen through the room request form
4. Admin coordinator will approve or deny facility usage. If approved, the event/need will be added to the facilities calendar.
5. Facilities Director and Kitchen Manager will have access to the facility calendar to ensure people using the facility are trained and certified.
6. During the event, the person holding the FSHC needs to be on site.

7. Following the event, the kitchen will be reset to standards as presented in the FSHC and walk through.

Violations of the process: