

Orange UMC Kitchen Handbook

Table of Contents

Introduction & Basic Principles	1
How To Use...	
Thermostat	2
Dishwasher	2
Dishwashing Sinks	3
Freezer	3
Refrigerator	3
Commercial Ranges	3
Ice Machine	3
Coffee Maker	4
Safety	4
Map of Kitchen Cabinets & Drawers	5-7

Questions? Contact the administrative assistant (office@oumcmail.com)

INTRODUCTION

This is a family kitchen. It belongs to no single person or group, and the responsibility of its cleanliness, organization, and upkeep is dependent on each person and group that uses it. This handbook is not a list of rules to be enforced, but guidelines, information, and instructions that will help keep the kitchen a place of grace and hospitality. Please do your best to follow the spirit of these principles.

Scheduling Use

As with all facilities at OUMC, the use of the kitchen must be scheduled through the administrative assistant (office@oumcmail.com). For church-related events, use is free. Members may rent the kitchen for a reduced rate. Non-members may rent the kitchen for the full fee. See the website for more information on rates and procedures.

Everything Has Its Place

Our kitchen is well-stocked! It also has well over 100 drawers and cabinets. If one person doesn't put something back where it belongs, the next person won't be able to find it, and that's frustrating! Please be careful to put everything back where you found it. All drawers and cabinets are carefully labeled. If you don't know where something belongs, check the map of the kitchen at the back of this handbook. Still not sure? Leave it clean on a counter with a note.

Paper Products and Other Community Use Items

Paper products are free to use for any church event. Paper plates, cups, napkins, plastic utensils, etc. will always be available for church events. If you notice we are running low on a specific item, please contact the administrative assistant (office@oumcmail.com). The same holds true for items like sponges, dish soap, hand soap, cleaning wipes, etc.

Food Must Be Stored in Sealed Containers

We live in the South. Though the church is vigilant about pest control, bugs are inevitable. To limit their presence and effect, all food must be stored in sealed containers. This includes cereal, chips, flour, sugar, etc. Folding over paper bags is not enough!

Leave the Kitchen Cleaner than You Find it

Dishes should be cleaned and stored, sinks and counters wiped down, rags taken home for washing, floor swept, and all food properly and safely stored. If all trash barrels are filled, they should be taken to the dumpster and emptied. Please do not overfill trash barrels to the point our cleaning crew would have difficulty lifting them. Tablecloths should be taken home, laundered, folded, and returned in a reasonable time frame.

Lost and Found

Any items not belonging to the church will be placed in the Lost and Found bin on the counter closest to Door 1. Items unclaimed after one month will be donated or thrown away.

HOW TO USE THE...

Thermostat

The thermostat for the kitchen is programmed for minimum energy usage, and you may need to adjust the temperature during your event. It is located behind Door 1 (closest to the coffee machine). Simply use the arrows on the right side of the screen to adjust the temperature, then use the arrows (left, bottom) to adjust the length of the hold, and press "Done". For example, if you are using the kitchen in the summertime until 8pm, the thermostat will be automatically set to 80 degrees. Adjust the temperature to 72, and select to hold until 7:45pm. At 7:46, the air conditioning will resume its previously programmed settings.

Dishwasher

Please only use the dishwasher if you will be running multiple cycles. The water and energy usage it takes to get up to temperature is not worth running 1 or two loads.

Turning on the dishwasher:

1. Flip up the two red levers on the right side of the dishwasher below the loading table. This turns on the electricity.
2. Flip on the black toggle switch next to the temperature gauge. This turns on the dishwasher.
3. Make sure that the drain switch is flipped down. The drain switch is a small metal lever inside the dishwasher on the bottom right side.
4. Run one cycle with the dishwasher empty. Start by simply closing the dishwasher door. For this first run, leave the door shut for 5 minutes. This helps it come up to temperature.
5. It's ready to go!

Using the dishwasher:

1. All dishes should be loaded using the dishwashing trays. Cups and bowls should be faced down. Utensils should be placed in a blue basket and then placed on a tray. Large items such as bussing bins and hotel pans can go in by themselves as long as they will not fall off of the tray supports and damage the sprayer below.
2. The dishwasher should have a one-way "traffic pattern" with dirty dishes loading in the right side and clean dishes out the left for safety purposes.
3. To run a cycle, simply slide in the tray of dirty dishes and lower the handle. The washer will go through a wash cycle and then a rinse cycle, ~60 seconds. Do not lift the door handle until the rinse cycle is complete.

4. The dishes will be hot when they are removed! Be careful! The fan above the left side table can be used to help with the cooling process. Dishes should be hand dried before returning them to their proper place.

Turning off the dishwasher:

1. It's turning it on in reverse! (plus one extra step).
2. Flip up the silver drain switch inside the washer. You'll hear the water rush out.
3. Turn off the black toggle near the temperature gauge.
4. Flip off the two red switches.
5. Empty the drain basket into the trash. Just below the drain switch in the bottom of the dishwasher is a metal drain basket that has collected food particles. Empty the drain basket into the trash, NOT into a different sink!

Dishwashing Sinks

Dishes should only be hand-washed in the triple sinks next near the emergency exit door. The drain for these sinks has a special grease trap that the other sinks do not have. However, none of the sinks have a disposal! That means alllllll plates should be scraped clean before being washed. There are three sinks for a reason! The right sink should be used for pre-rinsing, the center sink for washing, and the left sink for rinsing only. Dishes should be completely dry before returning them, especially if they will be stacked or lidded.

Freezer

Do not push items to the very back of the freezer. It causes ice to form and can damage food and the freezer itself. All items in the freezer should be labeled with a description of the item, the ministry/event, and a date. Items should not be stored in the freezer for more than a month.

Refrigerator

Do not push items against the back wall of the refrigerator. All items should be labeled with ministry/event and a date. Meat should be placed in spill-proof bins (ie, hotel pans) on bottom shelves to prevent cross-contamination. The refrigerator should not be used as a dumping ground for leftovers. Unlabeled items left in the fridge for over a week will be thrown away.

Industrial Ranges

When using the stovetop, the vent hood must be used. Simply flip up all three switches on the hood. To turn on the ovens, turn the dial until the indicator is on your desired temperature. These ovens take at least 30 minutes to preheat.

Ice Machine

Only use the provided scoops. *Never* scoop ice with glass. Scoops should be returned to the bag on top of the microwave and never stored in the ice machine itself.

Coffee Maker

The machine is always on and coffee is simple to make!

1. Slide out the filter basket and put in a paper filter.
2. A half cup of coffee grounds makes a full pot of coffee, and a half cup is provided as a scoop in the community coffee. Replace the filter basket with filter and grounds.
3. Place an empty carafe under the filter basket.
4. Fill a second carafe with water. Pour into the grate above the filter basket.
5. The carafe will take 3-5 minutes to brew.

The orange switches turn on the warming plates, not the machine itself! Never put an empty carafe on a hot warming plate...it will explode!

SAFETY

The Fire Extinguisher is located inside Door 2.

The Fire Suppression System is within the vent hood. It can be activated by pulling the handle right next to the fire extinguisher by Door 2.

First Aid Kits are located in the cabinets to the left of the refrigerator, marked with a red cross.

An AED is located in the back of the Fellowship Hall.

Children under 12 should be supervised at all times in the kitchen.

Food Safety

Avoid the danger zone! Cold food should be under 40 degrees and hot food should be above 140 degrees. An instant food thermometer is provided.

Special care should be taken while handling raw meat and sanitizing equipment and work areas afterward.

If using the church's plates, glasses, and utensils, groups are encouraged to wash them before using them. The kitchen can be a busy place, but plates and utensils can also go several months between uses.