

## Food Safety and Clean-Up Instructions for Family Room Functions

Please read the following safety and sanitation guidelines. We ask all members to follow these guidelines during fellowships and functions using the kitchen facilities. We love our family, and we want to keep everyone safe.

### Kitchen Helpers:

- Every Helper should wash hands at the handwashing sink under the window when they walk in the kitchen. Hand soap is in the counter dispenser by the faucet. Use paper towels to dry.  
*Yes, even if you just washed your hands in the restroom. Thank you.*
- **Kitchen Staff Limit - 7 adults.** Others can help outside the pass-through windows if needed.
- No children should be in the kitchen during setup, or clean-up of a function for the safety of all.

**Hand sanitizer is not a substitute for hand washing when working with food for a group. (CDC) There is a kitchen use and guideline book on the counter under the telephone.**

### General Food Safety Instructions:

- Food should arrive covered and be labeled with food item and family name.
- Hot food should arrive hot and be placed in the warmers. Crock pots should be plugged into an outlet on the buffet and turned on.
- Cold food items should arrive cold and be placed in the refrigerator.
- Food safe gloves are for handling food items and the ice scoop.
- Ice scoop should be hung on the hook, not placed on top of the ice machine.
- *Parents, need to take their children through the line and help serve their plates.*
- Please let our senior adults go before children or teenagers.
- *Hand sanitizer will be available for everyone to use on the buffet line.*

### Food Handling and Kitchen Instructions for Kitchen Helpers:

1. Warming unit should be turned on (**following instructions on the warmer door**). Make sure the water reservoir inside at the bottom of the unit, is clean and filled with water.
2. **Hot food should arrive hot and be placed in the warming unit immediately.** Food should be held at 140°F degrees or higher for no longer than 2 hours for safe serving. Casseroles are safest held at 165°F degrees. All food should be covered in the warmer.

3. **Do not place cold food in the warmer.** *It will not heat in the warmer. If food arrives cold but should be warm, heat in oven or microwave until it reaches a food safe temperature of at least 140 degrees for warmed food. Then it can be held in the warmer until served.*
4. Cold food should be placed in the refrigerator. Refrigerator should be 40°F degrees or below for safe storage.
5. Everyone working in the kitchen or handling food and utensils should wash their hands with soap and water before helping. [Children should not be in the kitchen.](#)
6. When setting out food, leave covers on the dishes until any announcements and prayer have been said to hold safe temperatures. Every dish should have an appropriate serving utensil. Hot food held at room temperature after 2 hours is not safe.
7. Turn warmer off after all food is removed.
8. Only clean ice scoops should be used in the ice maker for collecting ice. Return ice scoops to the hook. Please do not place scoops on any surfaces as bacteria can contaminate the ice maker.

**At the conclusion of a function all able bodies should help with the following:**

1. When warmer is cool, wash and dry reservoir pans. Return to the bottom of the warmer.
2. All leftover food should be sent home. Do not leave leftovers in the refrigerator after a function.
3. Serving utensils should be washed, dried, and returned to the appropriate drawers or storage area.
4. All tables in the family room should be washed with cleaner.
5. Clean and sanitize kitchen counters and buffet tables with kitchen cleaner. Please wipe off all spills on appliances and return all used items to the correct place so kitchen is ready for next function. Sweep the kitchen floor and mop up any spills. Take dirty linens home, wash, and please return as soon as possible or use the church washer and dryer. If using the church appliances be sure not to complete the task and return to the proper place as soon as possible.
6. Trash should be taken to the dumpster. No food or trash should be left in the kitchen or family room.

**Thank you for your help to keep our members and visitors safe. We appreciate everyone's help in keeping our family room clean and always ready to use.**