

ST. IRENAEUS PARISH HALL KITCHEN POLICIES AND PROCEDURES

When leaving, please wipe counters, remove leftover food, turn off stove burners and ovens, return items to proper storage space, turn out lights, and close the kitchen door (not lock). The main electrical shut-off and circuit fuses are inside the electrical closet and door to the closet should remain closed.

For groups of 40 or more, please contact Pennie Folk at 248-495-7435 (cell), 248-812-3044 (home), or Penelope.folk@yahoo.com at least a week prior to your event for product availability and re-stocking.

Coffee – Instructions for making coffee in the various coffee pots and urns are posted in the kitchen. Coffee, cups, sugar, creamer, etc. are in labeled cupboards. Always empty coffee grounds and wash pots before leaving.

Ice Maker – Ice is available in the under-the-counter ice-maker located under the largest coffee urn, as well as in the freezer. If a group is planning to fill a large tub or cooler with ice, purchased ice may be a better option.

Paper Products – Plates, bowls, hot and cold cups, napkins, placemats, table covering, plastic ware, and trash bags are located in the paper product closet.

Trash – For large events, monitor trash-bagged lined barrels for overflow, remove filled bags, and replace with an empty bags from paper product closet. Place filled trash bags in the large rolling trash cart.

Recycling – St. Irenaeus has the same size recycling container as city residents and it fills up quickly. Please break down boxes.

Food Pantry – **REMOVE** all leftover food unless it is specifically labeled for another event.

Refrigerator and Freezer – **DO NOT LEAVE** items in the refrigerator or freezer unless otherwise labeled for another event.

Sanitizer – The dishwasher is a low-temp sanitizer and does not wash dishes as a home dishwasher. All dishes must be washed thoroughly in the sink, rinsed and then put in the sanitizer. The sanitizing process takes two minutes.

Stove Top, Ovens and Griddle – This all-gas unit should be wiped thoroughly after using.

Garbage Disposal – Turn on at front switch (waist level at disposal). Rinse, run water and wipe up water after use.

Towels – Put soiled towels in large bucket by triple sink and Pennie will launder them. Please use paper towels for grease, coffee, tomato sauce, etc.

Plastic Tablecloths – Wipe with a capful of bleach to a gallon of water, dry completely to prevent mold, fold and store in paper product cupboard.

Kitchen floors – pick up of any large trash and clean spills.

THANK YOU FOR YOU STEWARDSHIP IN MAINTAINING A CLEAN KITCHEN!!