

NEWTON MEARNS PARISH CHURCH OF SCOTLAND

USE OF THE KITCHEN

All organisations that wish to use the kitchen must appoint an individual who will be responsible for overseeing that all rules and regulations are adhered to at all times.

1. Name of individual and substitute to be submitted to the Kirk Session, via the hall let booking form, prior to being granted permission to use facilities.
2. One of the named persons must be in attendance at all times.
3. No more than 5 people should be in the kitchen at any one time. Children and young people should not be in the kitchen unsupervised.
4. The named person/group leader should ensure that all equipment used is thoroughly cleaned and surfaces (including touchpoints) are wiped down with the recommended cleaning materials before leaving the kitchen

HYGIENE RULES

1. Only those who are preparing food or serving food are allowed into the kitchen area.
1. All surfaces should washed down with surface cleaner and wipes prior to unpacking food.
1. All people working in the kitchen and handling food must wear suitable clean, and where appropriate, protective clothing (i.e. minimum requirement – plastic aprons and gloves).
1. All dishes and food containers to be washed in hot soapy water prior to using and also before restoring to cupboards.
1. Everyone in a food handling area must maintain a high level of personal cleanliness.
1. No one suffering from, or a carrier of, a disease which could be transmitted through food should work in the kitchen or serve to anyone.
1. Only food purchased on the day should be used and must be made up in the kitchen prior to the function (sandwiches, scones, etc. i.e. anything requiring butter, spread or filling).
1. A washbasin is provided in the kitchen for the cleaning of hands. Sinks in the kitchen are for washing utensils and preparation of food only. **No art materials should be washed in this sink. A sink for this is available in the storage cupboard in the kitchen corridor.**
1. Ensure that all surfaces are kept clean – 'clean as you go'.
1. Always leave the kitchen clean and tidy, with all rubbish placed in plastic bags and tied up ready for disposal.