



Kitchen Policy and Regulations

(UPDATED JAN 2024)

Policy:

The **kitchen committee** is instituted by St. Mary's board of Deacons to address the congregation growing needs.

- ❖ The **kitchen committee** is responsible for **any food related services** in order to deliver consistent, fair, and clean standards.
- ❖ The large and small kitchen facilities are under the direct management of **kitchen committee** in order to facilitate the different services. Therefore, **personal use of these facilities is prohibited.**
- ❖ Our kids **under the age of 16 are not allowed** at all-time in the kitchen facilities. This is due to safety and liability reasons as there are many professional equipment that gets really hot and can only be operated by an adult.
- ❖ All events requiring the kitchen should have **Event Responsible Teams** to plan and organise their events.
- ❖ **Kitchen Servants** will be available to provide helping hands, as needed.

Regulations:

Kitchen reservation:

- ❖ **Regular Church core services** (approved by the board of Deacons) that have an agreement with kitchen committee are not required to reserve the kitchen as their time slot will be pre-filled on posted monthly calendar (Sunday Aghaby, Anba Bishoy Family, Friday Family meeting, Saturday Club, ...)
- ❖ Any other use of kitchen must be requested at least **10 days before the requested date** for planning, scheduling and preparation purposes.



- ❖ **An Event Request form** needs to be filled out with the requirements so that kitchen staff fulfills on the expectations and/or avoids conflicting events.
 - **Everyone** is asked to submit an **Event Registration Form** for any event requiring kitchen, cafeteria
 - **Note: Servants** are asked to submit **Sunday School Activity forms** for any kind of Sunday School activity. This form is equivalent to the Event Registration form, therefore you do not need to fill both forms.
- ❖ An event or service can only **reserve one kitchen at a time**, so that kitchen staff can fulfill its multiple obligations.
- ❖ **Kitchen use period** is a time period where the user has rights to use the kitchen, however should be open to share the kitchen (when possible) to allow for multiple events.
- ❖ A **kitchen committee** representative will **open the kitchen** at the scheduled time and handover the kitchen to the requestor - who will assume full responsibility for the kitchen during scheduled time.

Kitchen Use Procedures:

- ❖ The kitchen will only be available for the person **qualified** and **authorized** to use the kitchen for a certain time or a certain purpose.
- ❖ Nobody is allowed to use any equipment, unless he gets the **necessary training** on how to use it.
- ❖ Kitchen committee should be informed of any **borrowed** kitchen items
- ❖ Any prepared food should not be left out 24hrs on kitchen counters or cafeteria tables.
- ❖ Every person in the kitchen must follow the **basic procedures for safety and cleanliness**
(ex. Wash hands, clean tools before and after use, check expiry dates, shut the gas stove levers, put away used coffee machines. Turn on the ceiling fans, exhaust fans, and fresh air switch during the time the stove is used, clean equipment after use, and clean area after use)
- ❖ Nobody is allowed to use **kitchen appliances** (Fridge, Freezer, Oven) or kitchen supplies (Plates, Forks, Cups) or kitchen commodities (Coffee, Sugar, Wheat, Butter) unless he gets approval on his request to use any of these.

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- ❖ The authorized user is always responsible to **close the kitchen at the end of his service** after checking that everything is clean, in the right place and the safety measures were followed right.
- ❖ Any **incident** in the kitchen needs to be reported to the Kitchen Responsible Servant
- ❖ Any **group that ignores this procedure twice**, will be requested to stop from using the kitchen