

# **BRIGHAM HALL'S KITCHEN POLICY/PROCEDURE**

**Oakdale Emory United Methodist Church  
3425 Emory Church Road, Olney, Maryland 20832  
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**December 5, 2008**

## **Policy**

**This Policy/Procedure is being issued by the Board of Trustees, and becomes effective January 1, 2009. It is intended to ensure that the Brigham Hall kitchen and its various kitchen users and organizations within each ministry area work together to be in compliance with all Montgomery County Health regulations and the provisions of our insurance policies.**

## **Kitchen Advisory Board**

**An Advisory Board (herein after referenced as “the Board”), comprised of Certified Food Safety Managers, is being established now that we have professionally trained and uniquely qualified people to oversee and advise kitchen operations in the implementation of this policy. The Board will work with each Ministry area to identify and recommend volunteer candidates to receive certification and training. The Board will be the principal group to initiate requests for bulk purchases of common supplies for the kitchen, and develop plans for recommendation leading to the purchase and/or upgrade of kitchen equipment to the Board of Trustees.**

## **Role of Certified Food Safety Managers**

**Each Ministry area using the kitchen is expected to have at least one primary and some backup coverage of a Certified Food Safety Manager to support each kitchen event where food is being prepared, cooked, and served. The Board of Trustees has sponsored the training and certification of a number of Certified Food Safety Managers. Those who have completed the training program will have skill levels that equal those required for workers in restaurants and other food establishments where food is being served. This requirement is especially needed when Ministry areas sponsor events that serve food to persons outside the church family. The designated Certified Food Safety Manager for each event is in full authority in the kitchen. For each event, the Food Service Manager will conduct an orientation/training session for all volunteer workers and any other helpers immediately prior to the event. Use of the kitchen equipment, applicable health/safety procedures, health conditions of volunteers, use of head protection and gloves, washing of hands, and kitchen cleaning guidelines will be covered.**

**There may be occasions where a Ministry event will be hosted with the use of outside catering firms. All caterers are required to have their own Certified Food Safety Manager if food is being prepared in their facilities. If the caterer elects to work in our kitchen to prepare, cook, and serve food, they shall also be required to clean the kitchen to meet our kitchen standards.**

## **Procedure to Request Use of the Kitchen**

**The Ministry area user organization will complete a “Kitchen Reservation Form” (**Exhibit A, can be found on web site**), for each event and submit the form to the Church Office for review and approval at least two weeks prior to the event. This requirement can not be satisfied by submitting dates when the annual church calendar is being compiled. Each event will be subject to this requirement and approval process. The church office staff will determine the availability of the kitchen for the**

requested dates, and will confirm that the designated Certified Food Safety Manager has the proper Maryland License on file in the church office. The church office staff has the authority to request additional information in order to process a request form, and has the authority to reject any request that does not comply with this policy. The Ministry area heads and the Board of Trustees will be contacted if any request is not approved.

### **Completing the Checkout Form**

Immediately following each kitchen event, the Certified Food Safety Manager is required to submit a signed "Checkout Form" (Exhibit B, can be found in kitchen) to the Building Engineer. This form will become part of the church office record covering the event.

Failure to submit a Checkout Form or clean the kitchen will be considered grounds to deny kitchen use on future requests. The Building Engineer will make inspections after each event upon receiving the Checkout Form. If the requirements have not been satisfied, he will engage our cleaning contractor to clean the kitchen, and bill the amount charged to the Ministry area for payment. This condition will be noted to the Board of Trustees.

### **Limited Short Term Storage**

The kitchen has limited refrigerator, freezer and food storage. All perishable items placed in the kitchen should be used within 7 days. Each item should be identified with the user's name and date of use. Any items past the designated date for use (or not properly identified) will be removed and discarded.

### **Bulk Purchase of Supplies and Special Items**

The Advisory Board may recommend the bulk purchase of certain common items (cups, paper towels and plastic forks/spoons/knives) and safety items (plastic gloves, head covering, aprons, cleaning materials and other useful items) required to be in compliance with this policy. These purchases must be submitted to the Board of Trustees for approval and payment out of their budget. Ministry area users are responsible to provide all food and supplies needed for each event.

### **Coffee Hour**

Food is not generally cooked for the Social Coffee Hour each Sunday; however, food is being served, and care must be exercised to meet certain food handling guidelines. Servers should wear hand protection gear when arranging and serving any food items. Any items put out should not be recycled for further use. The kitchen area, including the floor, must be cleaned. All items used must be cleaned and returned to the proper storage areas.

### **Restricted Kitchen Access**

Only designated kitchen workers are permitted to be in the kitchen when food is being prepared, cooked, and served. Food serving stations outside the immediate kitchen is highly recommended to reduce traffic and comply with good health practices.

**Matthew Van Patten  
Chairman  
Board of Trustees**