KITCHEN USE APPLICATION FORM

EVENT MANAGER IS RESPONSIBLE FOR COMPLETING APPLICATION, ARRANGING FOR KITCHEN MANAGER, OBTAINING BOARD APPROVAL/SIGNATURE AND KITCHEN COMMITTEE APPROVAL/SIGNATURE BEFORE PRESENTING TO OFFICE MANAGER FOR SCHEDULING.

Group hosting event: _____________________________________________________________

Date Submitted: _________________

Date of Event: _________________

Time of Event: start: _________________ end: _________________

Set Up Plan? Yes______ No______ Clean up plan? Yes_____ No_______

Event Leader: _____________________________________________________________

Contact Information: Phone:___________________________ email:____________________

Certified Kitchen Manager scheduled to be present in building:

Name: _________________________________

Phone number:___________________________

A list of certified Kitchen Managers will be provided by Susie Gullixson, Office Manager

Estimated attendance _________________

*Board approval/signature ________________________________ *

Description of event and planned kitchen use:

Questions? Call Julie Hurst 757-620-7991
NOTE: The Church considers the person who books the kitchen space to be the person responsible for completing this Agreement (Event Leader) and other required paperwork. This person along with a certified Kitchen Manager are responsible for seeing that the group using the kitchen follows the food safety and sanitation standards described in the Kitchen Manual. A copy of the Manual is in the office and in the kitchen. The Event Leaders should read the following Agreement, sign it, and return the Agreement to the Office Manager prior to booking kitchen space.

I understand the following:

The kitchen at this church is used by many people and groups. Though these groups and individuals may have different ideas about food safety and sanitation than the ones described in this manual, groups that use the kitchen in this building must practice the standards listed in this document. Children under the age of 14 are not allowed to work in the kitchen.

I am responsible to be present during the entire event, and to enforce the safety and sanitation standards as described in this document. If my group fails to follow these standards, we may be counseled or restricted from future use.

(Completed by Event Lay Leader)

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<th>Group Name</th>
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<th>Chairperson of group</th>
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<th>Name of Event Leader</th>
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<tr>
<th>Phone Numbers for Event Leader</th>
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<th>Signature of the Event Leader</th>
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Questions? Call Julie Hurst 757-620-7991
Kitchen Managers

Fred Osgood                        757-681-7747
Jimmy Lutrell                        757-285-6166
Paula Echols                        757-620-0803
Michael Toepper                   757-515-9863
Elisa Dickon                          757-470-7486
Martha Shore 757-692-0256

Questions? Call Julie Hurst 757-620-7991
MANDATORY KITCHEN EXPECTATIONS

The Event Leader or person trained to operate the kitchen equipment and safe food handling is to check each item on this list throughout and after the event. Kitchen Manager will inspect the kitchen prior to closing the kitchen.

Kitchen staff washes their hands before working in the kitchen, after using the bathroom, and often during preparation and serving.

Kitchen staff wears some type of hair restraint such as a hat, bandana, hair net, other covering to keep hair out of the food.

Kitchen staff uses disposable gloves when touching ready-to-eat food, mixing food, serving food, or clearing tables.

Kitchen staff stores coats, purses and other belongings away from food preparation areas.

Kitchen staff does not eat or drink in food preparation areas.

Sanitize counters and tables before the group begins to cook, and again before the group leaves the area. In like manner, sanitize dining tables before setting the table and again after clearing the table. Kitchen staff uses a cart or tray to carry dirty dishes to the dishwashing area.

Hold clean or filled cups and glasses by the sides or handles rather than by putting fingers into or on rim of the containers.

Scrape and empty plates, cups and glasses in the dishwashing area, and not at dining tables.

Do not leave food leftovers on counters, shelves, in refrigerators or freezers.

Wash, rinse and sanitize all dishes, utensils, pots and pitchers, trays and cookware by hand using 3 sink method or in the dishwasher.

Hand wash encrusted pans and utensils and then wash them in the dishwasher or triple sink.

Hand wash coffee maker and coffee ground holder.

Hand wash and sanitize food thermometers and replace in their cases.

Airpot coffee containers are not dishwasher safe and are not submersible. Clean pots are stored inverted with tops off. Cleaning instructions are posted by the coffee pots.

Check all storage areas before leaving for closed containers, dishes in the proper location, pans on the rack. Dish towels and mop heads are to be taken home, washed and returned. Floor is swept.

Condiments belonging to the group that will be stored must be properly sealed, and labeled with the group name, the date the product was opened and a discard date. Old and unlabeled foods will be discarded.

Questions? Call Julie Hurst 757-620-7991
KITCHEN CONDITION REPORT

Return this checklist to the Kitchen Manager prior to closing the kitchen.

Date kitchen used___________________________________________
Name of group using kitchen_________________________________________
Event Leader___________________________________________________________
Kitchen Manager________________________________________________________

Describe the condition of the kitchen if there were problems when you arrived for your event.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Describe any breakage or malfunctioning equipment.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Did you notice any signs of insects or pests? If so, please describe.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Describe any drain that needs attention……consider leaks or drain flow.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Describe any oven operation that needs attention.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Describe any refrigerator or freezer operation that needs attention.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Describe any other equipment or fixture that needs repair or replacement.

____________________________________________________________________________
____________________________________________________________________________
____________________________________________________________________________

Questions? Call Julie Hurst 757-620-7991
KITCHEN CONDITION REPORT
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Place a check by any staple that needs refilling:
___dish soap ___cleanser ___sanitizer
___gloves ___dish towels ___hand soap ___paper towels ___trash can liners
___hair coverings ___coffee ___coffee filters
Other_________________________________________________________________________

Do you have any other comments about the kitchen, its equipment, standards, or other topics that could be useful to us or to others using the kitchen?
______________________________________________________________________________
______________________________________________________________________________
______________________________________________________________________________

Before your group leaves:
___ Turn dishwasher off, towel dry all external surfaces of the machine and drain boards.
___ Clear all areas of leftovers and personal belongings.
___ Clean oven and remove any spills.
___ Wipe stove burners. Grill cleaning instructions are posted in the kitchen.
___ Remove all food debris from sinks, wash with cleanser and dry.
___ Sweep floor. Take dishcloths and towels and mophead home, wash and return.
___ Complete Kitchen Condition Report to document breakage, pests, equipment problems and supplies needed.
___ Take trash and recycling to the area behind the church next to the parking lot.

Signature of the Certified Kitchen Manager
______________________________________________________________________________

Signature of the Event Leader
______________________________________________________________________________

Date signed
______________________________________________________________________________

Questions? Call Julie Hurst 757-620-7991
**KITCHEN USE LOG**

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<tr>
<th>Date</th>
<th>Time In</th>
<th>Time Out</th>
<th>Group Members</th>
<th>Event Leader</th>
<th>Certified Kitchen Manager follow up check</th>
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