

Kitchen Use and Responsibilities

1. Reserve kitchen space with the church office: phone (503-285-4919) or email (bethellutheran@bethelpdx.org). Your request to use the space is confirmed when you receive such confirmation from church staff. Copy one or both of the pastors on your request.
2. Primary users are Bethel programs, members and Friends of Bethel (FoBs). No fee is charged.
3. Other users must be sponsored by a church member or FoB. Sponsor must be present during activity and is ultimately responsible for leaving a clean facility. When this involves a fundraiser for outside groups, the church council (or as needed the Executive Committee) must grant approval. A fee of \$100 is charged or non-affiliated groups.
4. Designated areas for your use include kitchen, dining area, hallway and bathrooms only. Drop In space at the east end of the basement is not to be used by groups without prior approval.
5. If decorating or posting wall sheets, use removable blue painter's tape. Nails, tacks, screws, etc. are not to be used.
6. Groups are expected to bring their own food. Use of condiments is allowed if they are unmarked. Portions of the refrigerators and storage are designated for specific groups – do not use this food without permission.
7. All spices, flour, sugar, can goods, etc. are to be dated, labeled, and stored in cupboards or pantry.
8. All food placed in refrigerators is to be labelled and dated by the group storing food. All food which is questionable or unmarked will be thrown away at weeks end. If food has been placed in a designated area, it is that group's responsibility to throw away and clean said area.
9. Refrigerators will be cleaned monthly. All unmarked food will be composted.
10. Kitchen surfaces: Cutting boards are to be used for all food prep especially when cutting or chopping. Reminder all cutting boards are to be washed and sanitized.
11. Dish washing occurs in the three sink system. The left hand sink is used for rinsing, the middle sink for hand washing with liquid soap and hot water, the right hand sink is for a final rinsing. After these three steps are completed, all dishes are run through the dish washer. **The dishwasher instructions are posted on the machine. PLEASE NOTE: THIS IS NOT A DISH WASHER AS YOU MIGHT FIND IN A HOME KITCHEN; PLEASE FOLLOW PROCEDURES AS POSTED.**
12. Clean up:
 - Dishes, pots, pans, etc. rinsed, washed in hot soapy water and then sanitized. Once dry, dishes are put away. Full racks are not to be left over the weekend.
 - Always have a cleaning solution available for wiping counters and spills (use one cap full of bleach to two quarts of water).
 - Countertops, stoves, ovens, microwave, and sinks wiped clean and sanitized with bleach solution. All food waste removed from sink traps. Counters are to be left clear upon leaving.
 - All coffee pots used are to be cleaned after every use.
 - All remaining food is removed; or labeled, dated, and placed in designated area in refrigerator for future use. Do not place left over food for use by the Drop-In Center unless you have also notified the YDIC director (side under office door).
 - All furniture is to be replaced as found when entering the space, unless otherwise instructed.
 - Food waste is composted into the garden compost bin or green bins outside. Paper, glass, cardboard, tin cans, etc. are to be recycled in blue bins. All garbage cans emptied and trash removed to the gray bins outside kitchen door. Place new liners in small garbage cans in Fellowship Hall (liners in janitor's closet across from women's bathroom). Place small garbage cans under counter extension. Do not leave large garbage cans (15 gallons or bigger) in the Fellowship Hall.
 - Dish and drying towels and all table linens are to be washed, using bleach, and returned within one week. Bethel events are to have a designated towel washer.
 - Kitchen floor is swept or dry mopped and then wet mopped. Large bucket and mop is available in janitor's closet across from women's bathroom. Do not let standing water sit on floor.
 - Fellowship Hall, hallways and bathrooms floors are to be swept. If Fellowship Hope needs wet mopping do so. Do not let standing water sit on floor.
 - Outside Doors at front of sanctuary are to be locked and steel bar replaced. If Elevator door was unlocked, lock from the outside. Kitchen door must be locked from the inside. Leave by the Jessup street doors by church offices. Please check to insure all doors are locked.
13. If any concern arise, communicate with the church office— the Kitchen Coordinator, Paul Gover (503.201.3227), one of the pastors or the office staff. The office staff will take your concern and direct it to the appropriate party for action. It is not the responsibility of office staff to resolve your concern.