

PORTLAND MENNONITE CHURCH

1312 SE 35th Avenue ♦ Portland, Oregon 97214 ♦ 503.234.0559 ♦ www.portlandmennonite.org

Policy for Use of Kitchen and Equipment

I *Etiquette:*

The kitchen is available to all to use and enjoy.

When using the kitchenette, equipment, and supplies, please use them with respect. In doing so, you will be leaving the kitchenette ready for the next persons who will be using it.

When you need to use glasses, dishes, utensils, etc. for your Sunday School class, committee meeting, or personal use, be sure to wash them and return them to their proper place in cupboard or drawers.

Before you leave, look around and make sure everything is in its place, the counters, sink, and stove are wiped clean, and the floor is swept (ants will come if **any** food is left **anywhere**).

The dishes and supplies in the kitchenette are to be used ONLY in the area upstairs. If you bring anything, dishes, trays, supplies, etc., up from the kitchen downstairs, please return them to their designated places in the kitchen. If you take anything downstairs to wash in dishwasher, please make sure that those items are returned to their places in the kitchenette.

II *General Instructions:*

Scheduling

- ❖ Contact the church office to reserve the time and space.

Coffee

- ❖ Follow the instructions posted.

NOTE: *Electrical outlets cannot be overloaded, only one coffee maker per outlet*

Stove and Refrigerator

- ❖ Follow the instructions posted on the stove and refrigerator regarding their use and cleanup.

Dishwashing

- ❖ Please follow the instructions posted for washing/drying dishes. These were given to us by the Health Department and need to be followed.
- ❖ Always put all dishes away after washing and drying them.
- ❖ You are responsible to launder and return the dishcloths/towels that you use.

Sweeping and Garbage

- ❖ Sweep the floor, damp mopping any messy/sticky spots. Key to the janitor's closet is hanging behind the kitchen door downstairs.
- ❖ Take garbage out to dumpster (located in parking lot). Key is hanging behind the kitchen door downstairs.

Counters and Sink

- ❖ Wash counters making sure no foods is left out (ants love this and will come quickly to feast!)
- ❖ Scrub the sinks with cleanser found in cupboard below sinks.

Recycling

- ❖ Please do your own recycling (paper, tin, plastics, cardboard, glass, etc.).

III Equipment and Supplies

Coffee makers and coffee servers available for use (located in the kitchen downstairs)

- ❖ One 80 cup coffee maker
- ❖ Two 55 cup coffee makers
- ❖ One 30 cup maker (hot water use only)
- ❖ A 12 cup countertop coffee maker (located on center in kitchenette with an extra carafe in upper cupboard)
- ❖ Five large pump pots (2 in kitchen downstairs, 3 upstairs in kitchenette), plus several smaller servers (located in downstairs kitchen).

Table Coverings (Stored in downstairs kitchen)

- ❖ There are several (green, white, ivory, and plaid) plastic tablecloths, also some floral vinyl (in drawers at west end of kitchen). The rolls of paper by the hot water heater may be used as tablecovers. There are white linen tablecloths (these are hanging up on the towel rack behind kitchen door in two garment bags).
- ❖ Please think about environment when you make choice of tablecoverings.

Stove, Microwave, and Refrigerator

- ❖ Please follow the instructions posted of both stove and refrigerator. Wipe out microwave as needed.

When Supplies are Low

- ❖ Let the Kitchen Committee know when supplies (coffee, napkins, sugar, dishwashing soap, etc.) are getting low. There is a dry board by the door where items can be listed, or a form to fill out in the drawer by stove, or leave a note in the mailbox of a kitchen committee member.

When to return supplies

- ❖ If your group/committee is connected with Portland Mennonite Church, you may use the supplies furnished.
- ❖ If your group/committee is not connected with Portland Mennonite Church, you will need to furnish your own supplies (napkins, coffee, etc.)