

Kitchen Guidelines for Church Groups

Usage

- If you would like to use the church kitchen please call the church secretary at 708-672-8125 to schedule your event.
- If you have question regarding items available or if you have questions to make your event run smoothly, you can contact our Kitchen Coordinator, Karen Steiber at 672-7803.

Storage Room

- Extra tables, chairs, and garbage cans are available in the storage room. (south of the kitchen) The storage room is laid out to fit everything just one way. Please return items the way you found them.

Towels and Dish Clothes

- Any towels you used are to be taken home, washed and returned as quickly as possible.

Tablecloths

- Some colored plastic tablecloths that have been used are available to be used again. These can be disposed of at your discretion.
- Cloth type table linens are available to all church groups. After they have been used, PLEASE wash and return them as quickly as possible so they may be available for the next group to use.

Use of Supplies and Condiments

- Church groups can use paper plates, cups, napkins. PLEASE leave a note on the bulletin board above the sink to let the kitchen coordinator know *how many* of the items you have used.
- Coffee, drink mixes and condiments (sugar, powdered cream, salt, and pepper) are also available. Please leave a note if you use the last of any supplies.
- If something is broken or damaged, leave a note on the bulletin board.

Kitchen Clean Up

- Leave the kitchen as clean as you found it.
- Wipe off every surface, including stove if used.
- Put the items you used back where they belong.
- Sweep the floor if needed.
- Put the garbage bags in the dumpster behind church.
- Take food items you have brought back with you. Do not leave anything for others to use!

Fellowship Hall

- Vacuum hall if needed. The vacuum is located in the storage room.
- Leave 5 tables with 6 chairs by the kitchen (east) area and 7 tables with six chairs at west end of the hall.
- Wipe tables with soap and water.
- Empty waste baskets into a big garbage bag and put in dumpster. Garbage bags are available in a kitchen drawer located on the south wall of the kitchen.