

## MEETINGHOUSE KITCHEN QUICK REFERENCE

Welcome to the Meetinghouse Kitchen. Please follow these usage guidelines to maintain a clean, equipped and inviting work space for everyone.

*We are required by the City of Hartford Health Department to comply with the following directives:*

- Wash hands in the hand-washing sink by the entry door.
- Use paper towels and the hands-free covered wastebasket for sanitary hand drying.
- Latex gloves are available in the cabinet under the hand-washing sink for food handling and serving.
- Clean food in the sink inset in the counter next to the dishwasher tower.
- Always use a colander when cleaning food (inset in sink or in rear lower closet).
- Uncooked meat, fish, eggs, must be stored in separate containers on bottom shelf of fridge.
- Wash dishes & pots in the separate dishwashing sink at the rear of the kitchen.
- Sanitize per instructions posted inside upper rear left cabinet door. Test strips available in cabinet under sink. Rinse sponges in diluted bleach solution, air dry on overhead rack.
- Air dry or wipe pots and dishware with fresh cloth or paper towels.
- Note: You may bring and must take home your own cloth drying towels, we cannot supply.
- Cloth towels & aprons must not be left hanging in the kitchen for reuse.
- Trash must be kept in covered bins.
- Food & scraps may not be left out when kitchen is not in use.
- All counters must be kept clear. Do not place or leave items on the floor.

### Getting Started

- The kitchen is organized by Activity Zones. The items most frequently used for an activity are found in or near its zone as follows: the Sink wall is the Cleaning Zone, the Rear wall is the Cooking/Baking Zone, the Center area is the Prep Zone, the rear Fridge area is the Storage Zone, and the Front area is the Serving & (Table) Setting Zone. The Recycling & Trash Zone is in the rear exit hall.
- Alphabetic and By Location listings of kitchen items and equipment instructions can be found in the Kitchen Manual on the ledge to the left of the pass-through window.
- You are welcome to small amounts from our general supply. When large amounts are required, please bring your own. Your contributions to our general supply are appreciated.
- The center island may be gently pulled apart to create two separate workspaces. Please reconnect after use.
- A protective board, trivet or rack must be used when placing hot items or cutting on counter surfaces.
- Please leave comments & note any broken, missing or used up items, on the bulletin board by the pass-through window.
- Fridge, freezer & cabinet space is available for temporary use before and during your event. Groups with on-going storage needs should contact the office administrator or society sexton.
- Bins for deposit bottles, paper & cardboard, glass/plastic/metal recycling, and general trash are in the rear hall.
- There is a covered bin for plant-based compost scraps outside the exterior door off the rear hall.

### Confirm Before leaving

- Items left in fridge are labeled with your (group) name and date. Unmarked items are considered available for general use. Old & outdated items will be disposed of periodically.
- Leftover cooking oil is emptied into a securely covered metal container and placed in the trash. Do not pour oil or grease down the sink drains.
- Compost is emptied into the outside bin.
- All air-dried items in the sink drainer and overhead rack are put away. Large pots may be left on overhead racks.
- Deposit bottles and recyclables are rinsed and disposed of in rear hall bins.
- Filled trash cans are emptied into the general trash bins in the rear hall and lid is closed. (Take excess trash with you.) Replacement liners are in the cabinet below the hand-washing sink.
- Dishware, pots and containers brought in with you are taken when you leave. Items left behind may be placed in lost & found. Unclaimed items are periodically donated, disposed of, or placed in general supply.
- Counters are wiped and clear of all food, dishware, utensils and containers.
- Drain strainers are rinsed clear, sponges are rinsed with bleach solution and placed on overhead racks to air dry.
- Note any significant amounts of items, perishable or otherwise, you've left for general use.
- Appliances, stove fan, and lights, and master dishwasher & heater switches are turned off.
- Fridge and freezer doors are firmly closed.
- Exterior door in rear hall is securely locked.
- The 3 kitchen doors (two in front, one in rear) are closed.

Please wash and return aprons and tablecloths borrowed from general supply within a week of use.

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