

First Unitarian Universalist Church of San Diego

Welcome Center Kitchen Use Policy

Food is an important part of this Church's community building. Working in the Kitchen is a rewarding experience and also loads of fun. The Church's Social Hour, held every Sunday after each Worship Service, is a place where friends are cherished, good food and drinks are consumed, and souls and bodies are nourished.

KITCHEN USE

First Unitarian Universalist Church of San Diego (FUUSD) is proud to own and operate a wonderfully equipped Welcome Center Kitchen. The Ministers, Director of Operations and the Kitchen Cabinet Committee (KC) have taken great efforts to establish guidelines for its use that will serve to keep the Kitchen a healthy environment for all. We recognize that many groups and individuals of our Church will have events that will use the Kitchen as a support for their ministries. We recognize all ministries are important and all may use the Kitchen to aid in their programs.

The procedures established for the use of the Kitchen reflect guidelines for food health and safety and also ensure the longevity of our kitchen equipment through proper care and maintenance. An informational three-ring binder kept in the Kitchen will provide Kitchen guidelines, equipment operation instructions, and other information you might need to make your Kitchen experience a positive one.

KITCHEN SCHEDULING AND AVAILABILITY

Kitchen facilities are available to FUUSD ministries, members and any non-members who agree to the following guidelines. Ministry Team events will have priority over private events scheduled by members or non-members. If the Welcome Center Kitchen is requested through the Church Scheduler, the Director of Operations will determine if a Kitchen Manager, Kitchen Supervisor or Food Safety Handler is needed for the requested event. In some cases, where only limited spaces and/or equipment are required for use, an experienced Food Safety Handler who has sufficient experience in the Welcome Center Kitchen may be able to supervise. All Church Ministry Teams are encouraged to have several of their members trained as Food Safety Handlers so that their group can use the Kitchen for their events as per the above guidelines. Members who wish to have their event catered should check with the Event Scheduler as to the appropriate caterer qualifications required by the Church.

To schedule use of our facilities, please contact the Church Scheduler at (619) 398-4448 or Schedule@firstuusandiego.org.

Church Events

Church Events are events whose primary audience is the congregation of First Unitarian Universalist Church of San Diego, specifically, those that are sponsored by either FUUSD ministries, FUUSD attendees, or special events sponsored by individual FUUSD attendees. Food for private events can be prepared outside of the Church and brought to the site of the event. Some of these events may involve costs.

Examples of uses without cost: Church group meetings, member potlucks, Church picnics, bake sales, etc.

Examples of uses that may involve additional costs: receptions for weddings, receptions for celebration of life services, baby and wedding showers, anniversary celebrations, and other non-Church-sponsored uses.

Public Events

Public Events are events where food is “served for profit” or the event is “open to the public.” Public Events are those that are open to the public, advertised out to the greater community and not necessarily just for the FUUSD family. In order to comply with food safety guidelines, the County of San Diego Department of Environmental Health may require the Church to obtain a special permit. If alcoholic beverages are served and/or sold at a public event, the Church must obtain proper licenses from the Department of Alcoholic Beverage Control and the City of San Diego.

Example of a public event: large-group events (i.e. Boogie Ball, sponsored by the Church but open to the public).

KITCHEN MANAGER

The Kitchen Manager is responsible for the day-to-day operation of the Kitchen. The Kitchen Manager reports to the Director of Operations.

- The Kitchen Manager (KM) or Kitchen Supervisor is a County of San Diego DEH-approved certified Food Safety Manager. The KM’s role is to assure that healthy food safety guidelines are followed as suggested.
- We request that volunteers assisting the KM in the Kitchen must be properly trained in advance in the use of the equipment and in healthy food preparation procedures. The KM trains and oversees the volunteer staff.
- The KM will also train a limited number of Kitchen Supervisors to relieve the KM as necessary for Sunday Social Hours. All Kitchen Supervisors will be certified as a DEH-approved Food Safety Manager.

- KM Social Hour Duties:
 1. KM is responsible for communicating with the Office Manager regarding replenishment of disposable goods for Social Hour.
 2. KM is responsible for maintaining the hot and cold beverage supplies, including ice, needed for Social Hour.
 3. KM is responsible for maintaining the dairy and sweetener products needed for Social Hour.
 4. KM is responsible for supervising the Social Hour volunteer food handlers during their assigned shift(s).
 5. KM is responsible for mopping the floor at the end of Social Hour service.

The Kitchen Manager supervises others for the following tasks to maintain the sanitation and upkeep of the Kitchen, especially as they involve food safety guidelines. All other activities requiring use of these areas as approved by the appropriate Ministry Team Leader and the appropriate staff representative are also under the supervision of the KM.

- Maintain perishable and non-perishable food inventory necessary for the proper function and maintenance of the Kitchen.
- Maintain and update current inventory of all food-related equipment in the Kitchen.
- Enforce policies and guidelines for the Kitchen in conjunction with the KC.
- Train and supervise all personnel utilizing the Kitchen for events involving food service.
- Coordinate with lay leaders, members and nonmembers regarding food preparation for events.
- Coordinate with Director of Operations regarding janitorial or maintenance services needed to maintain or repair the Kitchen.
- Inspect facilities following events to ensure all policies and procedures have been followed and rooms have been left in satisfactory condition.
- Other duties as assigned by the Director of Operations, Ministers or KC.

CARE OF EQUIPMENT

- Manuals with complete use and care instructions for all Kitchen equipment are housed in the Kitchen on the rack above the microwave ovens.
- If and when repairs are needed on any equipment, please notify the KM. Please do not attempt to make repairs on your own.
- If purchase of new items is needed, please submit a request to the KM for approval. Please do not bring or donate home items to the Welcome Center Kitchen (they are often inappropriate in design for safety and health standards for our Kitchen).
- Church-owned utensils and equipment cannot be removed from the Welcome Center Kitchen except with the approval of the KM and signing out for said item(s) on the Equipment Use Log.

KITCHEN EVALUATION

The KM will evaluate the condition of the Kitchen after each use for compliance with these guidelines. Should the area not be properly organized or cleaned, those using the Kitchen will be asked to

reorganize and/or re-clean the area (or in the case of non-Church sponsored activity will forfeit their deposit). Misuse of the Kitchen may lead to a group or individual forfeiting their right to use these areas in the future.

A “Kitchen Use Log” will be filled out by everyone who uses the Kitchen. It is a checklist of procedures to follow in equipment use, cleanup, etc., as described in the Kitchen Policy. Kitchen Use Log sheets are in the back of the Kitchen Use Manual. Please sign and return the log to the appropriate area of the Kitchen rack when your event is completed.

Thank you for using our Kitchen in a way that will comply with food safety guidelines and regulations, and also ensure that we preserve its integrity and usefulness!

From our Covenant of Good Relations:

We members, friends, staff and ministers of FUUSD covenant to treat ourselves and one another with respect. We vow to live our values, to learn, and to serve in ways that are fulfilling and responsible.

We respect and honor ourselves and each other when we:

- *listen, speak, and act with integrity and compassion;*
- *communicate openly without anonymous criticism; and*
- *express gratitude and appreciation.*