

KITCHEN TOUR NOTES

The kitchen has been streamlined and organized to suit Coffee Hours and Potlucks.

New items

Updated signs and guidelines	Efficient Coffee and hot water brewers
Hospitality Notebook	Potluck Notebook
Cookies and Allergen-free snacks	“Green” (compostable) paper plates

These changes as well as team hosting have been made to ease the work of volunteering. Volunteers have more choices in planning, snack provision and KP.

In combination with these new organizational scheme is a two-person layer of support:

Kitchen Keeper who will monthly inventory and restock promised perishables and dry goods

Hospitality Chair who will:

- Clear and clean the refrigerator, monthly
- Descale brewers, monthly
- Stock compostables, monthly
- Maintain kitchen organization, monthly
- Field general questions, on going
- Develop and Update Hospitality Guidelines, on going
- Maintain hospitality communications/accountability with congregation and church board members, ongoing,
- Canvass for and assign Hospitality Volunteers, annually
- Recruit for next Kitchen Keeper and Hospitality Chair, periodically

Our kitchen is organized into these parts: Kitchen, Pantry, Closet, Trolleys

Kitchen

Major Appliances

Stove

Microwave

Oven

Dish Sanitizer (not a dishwasher)

Refrigerator - in which all opened food or beverages must be labeled with the date which it was opened.

Also contained are Potluck condiments, Caring Committee, Memory Café and Minister's items.

Small Appliances

Electric tea pot

Bunn Coffee Brewer

Cabinets

Lower - dishes, coffee carafes, beverage pitchers, owner's manuals

Upper - sugar, tea, coffee, filter, dry creamer, glasses, creamer pitchers

Standalone (beside refrigerator) - coffee cups

Sinks

Food Prep - next to the entry
Hand Washing - to the right of the sanitizer
Dishwashing - 3 tub sink to the left of the sanitizer

Work Table, lower shelf stores:

First aid kits	Food wrap / foil
Colanders	Pots
Cutting boards	

On the Counter

Tent cards	Dinner Bell
Donation basket	
Hospitality Notebook - containing Hospitality Schedule and staff	
Potluck Notebook - containing guidelines and Potluck signs	

Pantry

Aprons (8 maroon)	Knives
Bowls	Laundry basket
Baking trays	Napkins (cloth and paper)
Cookie Bin	Platters
Allergy-free dry goods bin	Table cloths
Dish towels/clothes	Tall Dish Trolley
Compostable "green" plates	Juice

Closet*

Take home food containers and baggies
Paper and plastic grocery bags
Extras: Coffee filters, sugar, sweetener, dry creamer
**The bottom shelf and floor of the closet contain supplies belonging to the
AA group which meets at the church. These are not to be disturbed.

Trolleys

There are two metal trolleys in the kitchen. One (short) is below the coffee brewer and the other (tall) is in the pantry. **Please do not roll either out during the Sunday service except during hymns, when their clatter will not disturb the service.**

The kitchen is used by other groups in our church: Religious Education, Caring Committee, Memory Café, Garage Sale and various committee/board members have items stored in the pantry, closet and refrigerator. When these groups use the kitchen resources, they are asked to wash dishes and return the kitchen to order so that you find it clean when you arrive for Hospitality activities.

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