

**Second Presbyterian
Youth Building
Kitchen Instructions & Guidelines**

August 2009

- The Youth Building is furnished with a double convection oven, microwave, ice maker, refrigerator, freezer, dishwasher, sink and disposal. It does not have a cook top.
- The convection ovens cook very fast, so it is recommended to use minimum suggested times for cooking.
- The kitchen is also stocked with plates, bowls, cups, coffee mugs, silverware, utensils, serving bowls, platters and pitchers.
- We try to be good stewards of the environment, so please use the plates, cups, and silverware for meals whenever possible. Rinse and load all dishes in the dishwasher and start the dishwasher. Dishwasher soap is available in the cabinet below the kitchen sink.
- If you will only be using a small amount of dishes and silverware, we encourage hand washing the dishes with the dish soap available in the cabinet below the kitchen sink. Clean dish towels are available in a pull-out drawer to the right of the sink.
- If serving a meal and disposable goods must be used, please use paper products and not Styrofoam. Paper goods can be found in the pantry closet directly behind the kitchen.
- Please do not leave any opened food out on the counter or in the cabinets. Do not leave leftover food in the refrigerator. Take leftovers with you, or send to a local food pantry (Our House, Stewpot, or LR Compassion Center), or throw it out.
- Wipe down the island counter, kitchen sink counter, and any tables that may have been used with spray disinfectant from under the sink.
- Place dirty dish towels in the laundry basket in the kitchen marked for that purpose. If the basket is full or the towels need to be washed immediately, there is a washer and dryer on the second floor. If you wash the towels, don't forget to move them to the dryer!
- If using large plastic drink coolers, please take precautions to prevent drinks from dripping on the floor and down the sides of the island. If any spilling or dripping occurs, please wipe down these areas with the spray disinfectant.
- Throw away all trash. Paper/cardboard products and aluminum cans should go in the recycle drawers below the island. Trash cans are available for all other items.
- If the recycling drawers below the island are full, please feel free to take the recycling items home with you to add to your curbside recycling. The church does not have a recycling service, so all recycling is currently being handled this way by church staff.
- Make sure all ovens, coffee pots and kitchen lights are turned off before leaving. It is fine to start the dishwasher before you go and leave it running unattended.

Thank you for your cooperation!