

RVCC Family Life Center
Kitchen Use Guidelines

At the close of any activity utilizing the FLC facilities, the responsible adults will ensure that the following tasks have been completed and the guidelines have been followed:

1. Cabinets, counter tops, sinks, stoves, and all appliances must be cleared and cleaned.
2. All dishes, pots and pans, utensils, coffee pots, and portable appliances must be cleaned and put in its assigned location. Verify there are no dishes or other items in oven.
3. If the dishwasher has been loaded, it must be started before you leave.
4. No appliances (other than refrigerators) are to be left on.
5. With possible exceptions made for on-going or frequently recurring activities, no open foods are to be left - even if refrigerated. (Condiments are excepted)
6. Unopened food may be placed in designated areas for particular groups but under no circumstances should it be left on the counters or in the refrigerators.
7. You may not use any food items out of the cabinets reserved for other groups without the express consent of the director of that group.
8. The kitchen floor must be swept and if needed, mopped.
9. All used dish towels will be taken home, washed, and returned.
10. All trash must be removed and new trash bags placed in receptacles.
11. If you experience any problems with the equipment, appliances, or electric, please call (in this order) the Head Trustee, church coordinator, or the senior pastor. (Contact information posted in the kitchen.)
12. Regardless of the ending time of the activity, it is not acceptable to return later for clean up unless special permission is obtained from the Coordinator.
13. Children and teens must have adult supervision to use the kitchen.
14. The thermostat must be set to 85 in the summer or 60 in the winter and the lights turned off.
15. The pass-through window and the kitchen door must be closed and locked.