



MEDINA UNITED METHODIST CHURCH KITCHEN PROCEDURES

The procedures listed below are listed for church members and non-member use and information.

1. You may use any utensils or dishes to make your event more pleasant.
2. If using church dishes; Load the dishwasher(s) and turn them on before you leave. If you are using both dishwashers, delay the start time on one of them (temporarily until further notice).
3. When using the dishwasher(s): arrange for someone to return later to unload the clean dishes and return them to the cabinets, where they were found.
4. Clean up after your event: Sweep the floors. Wipe down all tables, chairs, counter tops, stove and other areas that were used. (Spray bottle under sink with half vinegar and half water for cleaning and sanitizing.)
5. Please take home and wash all dish cloths and return them to the kitchen.
6. Remove ALL decorations and table covers.
7. There is no garbage disposal.
8. Place trash in the dumpster outside the back door
9. Put a clean trash bag into cans
10. Return all tables and chairs to their original positions.
11. When leaving make sure all doors are locked and indoor lights are turned off.
12. Any broken items should be replaced or paid for.

A member of the Kitchen Committee will inspect the facility after the event is over, and notify the MUMC Administrative Assistant of the results for the deposit return.

Initial _____

Approved MUMC Trustees

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