

Central Methodist Church

St Saviourgate, York YO1 8NQ

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Kitchen Guidelines

Effective from 1st April 2015

To ensure that all groups hiring our kitchen operate hygienically and safely the following practices should be implemented:

1. Only those preparing food and drinks to be allowed in the kitchen.
2. If you or any helper have had a cold, sickness, diarrhoea, or anything else that could cause infection to others through food, you/they must either get a Doctor's clearance before working in the kitchen, or if you/they have not seen a Doctor, you/they should have been well for at least two days before working in the kitchen.
3. No outdoor clothing to be worn whilst preparing food and drinks.
4. All surfaces to be washed / wiped clean before and after use.
5. Wash your/their hands before handling food.
6. If you / they start a new task (washing up, cleaning trays, clearing tables, emptying rubbish, handling money) wash your hands again before handling food.
7. No bags etc. to be placed on work surfaces.
8. When cutting food, always use the chopping boards provided.
9. A clean apron must be worn before preparing and when serving food. This is to protect the food from contact with clothing, not vice-versa.
10. A waterproof coloured plaster, preferably blue, (available in the first aid box), must be worn to cover any cut or open sore. This will be easily distinguishable should it come off into food.
11. All accidents must be recorded in the Accident Book in the kitchen and then reported to a member of staff.
12. You are responsible for the freshness and hygienic quality of any foods served.
13. Perishable food must be stored in the refrigerator when not in use.
14. No food to be left in the kitchen after the hire. Any food discovered will be destroyed.
15. Floor to be swept and mopped after use (broom / mops are provided).
16. All rubbish to be collected in black bags, removed and disposed of in the outside bins (or taken off site – see T&C's)

Food and drinks can be served in the room via the hatch or by taking food via the kitchen door. If using the door please ensure adequate space on the side of Rooms 1 and 3. If setting up a drinks station / food in rooms please follow the same guidelines as above.