



## Little Church Use of Kitchen Guidelines

### Things to do:

#### Food:

- Only bring **'ready to eat' foods you have purchased from local stores** to enjoy here, e.g. soup, prepared salads, pizza.
- For food hygiene reasons, it is important that you don't cook from scratch in the B&A kitchen, nor bring in high risk or home cooked foods.
- If you are unsure, or would like to talk about what you are making, please contact penny@babristol.org at the **latest by the week before your event**. If you don't get a response in time, please err on the side of caution.
- Store chilled foods in the coffee bar fridge until time of preparation and/or service.
- Please remove everything you brought in from the fridges at the end of your session.
- Begin to prepare food within 30 minutes of arrival.
- Follow heating instructions on the packaging and serve immediately.
- Enjoy all food within 1 hour of service then dispose of all left-overs. Do not leave anything in the fridges.

#### Hygiene:

- Wash your hands before and after each kitchen task in the hand washing sink only.
- Sanitise counters before and after your event using sanitising spray and blue roll. (Instructions can be found by the pot wash sinks)
- Use colour coded boards as labelled in the kitchen, and separate clean knives.
- Use the dishwasher to clean and sanitise all equipment
- Clean and sanitise all work surfaces at the end of your event.

### Things to not do:

- Bring any foods that you cooked at home.
- Low-risk items like cakes or biscuits are fine, as long as they don't have raw eggs (for example a chocolate mousse) or fresh dairy products in them (for example fresh cream cakes).

## Things to make sure you do:

- Be trained on the use of the dishwasher, Gas oven and Hood before your event. Email penny@babristol.org for training
- Instructions are available on the kitchen wall for the correct sanitising spray process.
- You remember to keep **'Hot foods Hot and Cold foods Cold**

## How to use the Dishwasher

- Turn on using the switch on the wall -it's on the left just behind the dishwasher
- Make sure the filter/screens are in place inside the dishwasher.
- Close the door.
- Warm up by pushing the left hand silver button - the white light will turn on immediately.
- When the dishwasher is up to temperature, the green light will turn on. This takes 10 to 15 minutes.
- Run a cycle by pressing the right hand silver button. Wait 6-7 seconds... the dishwasher will start. A cycle takes 3 minutes.
- When you are finished, first remove the filters and clean them, in the pot wash sink.
- Turn off the dishwasher by pressing the left hand silver button.
- Drain by pressing the right hand silver button.
- Wait for it to drain
- Switch off at the wall.

## Sanitising surfaces

1. Clear the surface, removing any utensils, equipment, rubbish and food debris
2. Spray **Sure clean disinfectant** on the surface
3. Leave for a minimum contact time of 30 seconds.
4. Wipe off with a blue roll.
5. Do not reuse blue roll.

- **Please use the sanitiser spray before and after food preparation on:**
- Countertops
- Chafer stands
- Coffee Bar
- Tables and wipeable tablecloths used for food

# Cooker Hood

- **Turn on** using the 3 switches/ dials on the wall to the right of the cooker.



1. Switch on the left hand switch. Do not touch the dial.
  2. Turn the middle dial until it clicks on.
  3. Switch on the right hand switch.
  4. **Listen** for a click - gas is now flowing. The yellow light will turn on.
- **Turn off** by reversing the process - 3...2...1. (Right hand switch - dial - left hand switch). The gas will now be off.
  - **In an emergency, press the large red button labelled 5** in the picture above to turn everything off.