

## Check List for Kitchen Use

The Kitchen Committee has designed this checklist for all who use the Hopewell Kitchen to ensure that the kitchen is kept clean and germ free. Please check off the items as they are performed and place the signed check off sheet on the clip board, located on the bulletin board by kitchen entrance.

- ÿ Discard all used plastic tablecloths
- ÿ Wash ~ dry and put away all dishes. pots and utensils
- ÿ Turn coffee maker off and clean the coffee pots
- ÿ Bag all trash and take out side
- ÿ Place new plastic liners in the trashcans
- ÿ Use a sanitizer to clean all kitchen counters, stove and sink
- ÿ Do not place food in the refrigerator unless it is labeled to be picked up the next day
- ÿ Excess food needs to be
  - donated to a worthy organization
  - taken home that day
  - thrown out
- ÿ Sweep and Mop the floor
- ÿ Make sure all containers, utensils, etc are returned to the proper owner before your function is over.
- ÿ Make note on the grocery list, hanging on the pantry door of any items that are in short supply.
- ÿ If Church Tablecloths are used, please make sure that they are washed, dried and put back.
- ÿ Turn off gas to convection oven & all electrical equipment

*Signature:* \_\_\_\_\_

*Date/Time:* \_\_\_\_\_

# Grocery/Supply List

ÿ Baggies (gallon size)

ÿ Foil

ÿ Ice Bags

ÿ Saran Wrap

ÿ Detergent for dishwasher

ÿ Dish Soap

ÿ Sanitizers

ÿ Coffee

ÿ Coffee Filters

ÿ Creamer

ÿ Salt & Pepper

ÿ Sugar

ÿ Sweet and Low

ÿ Tea Bags

ÿ Other: \_\_\_\_\_  
\_\_\_\_\_