

**Little Rock Baptist Church**  
**Culinary Ministry**  
**Kitchen Committee Policies and Procedures**

**Mission:**

The culinary ministry is responsible for all food serving at Little Rock. The ministry has accountability and oversees the operation, use, cleanliness, and maintenance of the church kitchen and its equipment. The Culinary Ministry provides food for all special occasions, upon request from other Little Rock ministries, whether a full dinner or just appetizers. The Culinary Ministry also provides food for funerals, receptions and other church supported activities.

**Scripture:**

Hebrew 13:2

Remember to welcome strangers, because some who have done this have welcomed angels without knowing it.

1 Corinthians 1:9

God, who has called you to share everything with his Son, Jesus Christ our Lord, is faithful.

1 John 1:3

We announce to you what we have seen and heard, because we want you also to have fellowship with us.

**Membership:**

The Kitchen Committee shall consist of a chairperson and up to five members. The chairperson may recruit extra help for special events as needed. The president of the Hospitality Committee will serve as an ex-officio member of this committee.

**Responsibilities:**

1. Establish policies and procedures for the use of the kitchen and its equipment.
2. Responsible for the maintenance of the kitchen and its contents.
3. Maintains an inventory of all kitchen equipment, supplies and assets.
4. Develop and recommend to the Trustee Board a budget for operation of the kitchen and for the acquisition of needed equipment and supplies.
5. Prepares menus and meals for special fellowship dinners, various church-wide functions, potluck meals, and host special events.
6. Schedule the use of the kitchen and fellowship hall by groups within the Church and by outside organizations or individuals, subject to the Pastor's approval.
7. Assist with the preparations of wedding receptions, funeral repast, and other special functions.
8. Other church committees planning use of the kitchen should work with the kitchen committee to determine availability of the facility prior to scheduling events. The kitchen committee should not be expected to cook for events of other committees
9. Assist the church hostess as requested.

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**Kitchen Committee Policies and Procedures (Continue)**

**Kitchen Use and Maintenance:**

10. The supply closet shall remain locked to prevent damage and loss.
11. A member of the Kitchen Committee or Hospitality Committee must be present during all functions that require use of the kitchen.
12. All kitchen equipment must be properly cleaned by the user after each use. This includes: wash, dry and put away all utensils, pots, pans, trays, and any other items used.
13. Wipe down counters.
14. Clean out sinks.
15. Clean and rinse out coolers and/or coffee urns.
16. Clean all appliances and work surfaces.
17. Sweep kitchen floor and mop floor, if needed.
18. Vacuum fellowship hall and hallways.
19. All licensed caterers must provide proof of liability insurance and copy of the most-recent Health Department Grade Card. This must be provided two weeks prior to the event.
20. Label and date all food stored in the refrigerator and freezer. Do not leave any food items on the counters. The Kitchen Committee may discard food items it deems unsafe.
21. DO NOT leave leftovers in the refrigerator or freezer unless prior arrangements have been made for someone to use them. Label those items so they will not be thrown out.
22. No equipment should be removed from the kitchen without permission of the Kitchen Committee.
23. All trash must be properly bagged and carried to the church waste bins located behind the church.
24. All church tablecloths, dish cloths, and dish towels used must be properly cleaned and returned within three days.
25. All tables and chairs must be left as found prior to the activity.
26. The kitchen must be CLEANED UP AND LEFT IN GOOD CONDITION before leaving and all equipment should be returned to its proper place.

**Kitchen Safety Rules:**

27. Review where the fire extinguisher, fire alarms, phones, emergency exits, and first aid kits are located.
28. Do not place plastic, paper, wooden, or any other combustible items on top of the microwave or other ovens.
29. Wear sensible clothing to protect yourself from falling objects, hot spills, and machinery.
30. Never leave pans on the stove or in the ovens unattended.
31. Keep pan handles turned in to prevent them from being knocked over.
32. First aid for burns: Put the burned area in ice water and keep there as long as you can. Do NOT put butter or any type of grease on a burn.
33. First aid for cuts: Rinse the cut in cold water for a few seconds; apply pressure until a bandage can be applied.