

## STREET CHURCH CATERING CHURCHES INFORMATION AND PROCEDURES FOR MOUNT PLEASANT

### Help!!

Mount Pleasant will have a nominated person to support each week – not just for kitchen, but for the building. They will not be a designated kitchen helper, so we need to ensure we have sufficient people .

### Serving and clearing

There are two hatches in the kitchen – one opens on to the hall and the other to the corridor. The one opening to the hall will be the one used for serving drinks and soup. (to be known as serving hatch) The one to the corridor will be where items are returned for washing up. (to be known as receiving hatch). Having said that, the receiving hatch will also be used for passing sandwiches etc to volunteer to serve, so not totally a 'receiving hatch!!.

Maximum of 6 people in the kitchen.

**The kitchen door will be kept closed**, as there will not be a need to bring things in from the hall – and will only be opened for those volunteers who need to come into the kitchen for food preparation/washing up.

MP have requested we observe the door closure. No entry sign has been placed outside of door

### Serving hatch switches

To the right of both hatches – hold switch to open hatches

### Dish washer

There are instructions next to the dishwasher on the wall.

**ALL** washing takes place in the sink next to the dishwasher – the other sink is **ONLY** for vegetable preparation.

Turn washer on – red dial on RH side of washer on the wall.

Need to heat the dishwasher first – whilst still empty, pull top down and push in place. Turn dial on the front of the washer to 1 (**MP will probably already have done this**)

Usually use 1 for plates and cutlery, and 111 for pots and pans.

Rinse all items using the hot water spray. Place in plastic trays. Slide trays on to washer. Repeat as before – pull top down and start. When finished, the items will be very hot. You can either leave them to air dry or dry with tea towels .

**Agreed that churches will bring their own tea towels. Street church will purchase a few as reserves – if you do use them, please take them home and wash them, and return.**

When completely finished at the end, take out all removable parts, taking care not to touch hot element – clean as necessary, pull out grey plug and allow water to drain away., with lid still up press right hand button for 10 seconds until washer starts to drain. Replace all items, and turn off at wall (leave washer open)

### **Cooker**

Fine to use ovens – RH side one takes a bit longer to cook. **Need to turn fan on** – as you are facing the cooker there is a white switch to the left hand wall at the side – with the fan dial next to it . Set it at a level that is suitable in terms of being able to talk and hear each other. (ie 4/5)

### **Windows**

It can get hot in the kitchen – open windows a bit, but remove knives first if they have not already been removed .

### **Fridge**

We will use the fridge next to the kitchen door.

### **Food temperature probe and record**

Generally the only thing we will cook will be re-heating soup. The probe is located on the window sill. Temperature for soup should be 72 degrees or over. Need to complete the food temperature book which is kept to the left of the white fridge, and to the right of the microwave - date, who we are, what you are heating, temperature and time.

If soup is going to be heating for a while it is good to do another temperature recording about half way through . Be aware that at any time there may be a visit from the H and S Executive.

### **Hot water – boiler**

There is permanent hot water – to the right of the dishwasher. There will be a Burco to the right of the serving hatch which will be filled with hot water by MP. This is unlikely to be needed to be refilled from experience of the first few months . If the Burco is not left out, it is kept upstairs in the drop in area, which is at the end of the corridor as you turn left at the top of the stairs, in a cupboard to the right hand of the sink.

### **Soup serving**

There are various ways that you can serve the soup – trolleys can be used to transport soup from cooker to the hatch, jugs can be used to serve soup at the hatch, or the hotplate (situated near to the hatch) can be used to keep saucepans of soup warm once heated. If you choose this last option, you will need to decant soup into smaller pans because of the restrictive height of the hotplate

### **Items to be removed or hidden!!**

MP squash, coffee etc. Coffee machine and jugs, metal spoons. All needs to be returned at the end.

### **Plastic glasses**

MP does not have plastic glasses –we have bought some and they are kept in our storage box

### **Teaspoons**

Plastic ones have been purchased – supply to be kept in Street Church store box

### **Dishes for sugar**

Using purchased plastic ones. They will be kept in our storage boxes.

### **Cling film**

Churches to bring own supply, but SC will purchase some as reserve (in the past we have used Salvation Army supplies!)

### **Surface wiping cloths/washing large items**

There should be a J cloth on the sink and they tend to use T towels – we have purchased a supply. However, saucepans can be put in dishwasher

### **Washing up liquid**

In Street church box

### **First aid kit**

We will use our own –stored in Street Church cupboard which is locked – see Mount Pleasant representative to open.

### **Waste**

All waste can be put in the bin. Catering church may choose to separate recycling, but **all waste to be taken away and bag replaced. Heavy duty bin bags have been purchased and will be in Street Church store.**

### **Left over food**

Any food left over can be left in the Mount Pleasant fridge or on work surfaces and it will be used during the week.

### **Kitchen cleaning items**

Broom, mops and dustpan and brush behind kitchen door and are FOR KITCHEN USE ONLY.

Other buckets for other areas \*(red for toilets, blue for anywhere else) are stored through the door to the right of the entrance to the hall. Think hoovers were there as well. **Need to sweep and mop kitchen floor before leave.**

### **Storage**

MP have cleared a cupboard which is to the right of the hall – kitchen items (tea, coffee, sugar, aprons, bin bags, j cloths, spoons, glasses, washing up liquid) stored in there, in plastic boxes with lids . All other things stored as well – PA, clothes etc. Will need short people or those who are OK to bend forward as cannot stand full height in this area.

### **Fire blanket**

Next to fire exit in kitchen

**Fire exit**

There is a fire exit from the kitchen – through the door in the corner – goes through to outside and into car park .

**Designated parking areas for catering churches**

Those bringing food to park on the right hand side as you enter the car park – to enter building, follow the alleyway down , which is to the right of the building and the entrance is the second door on the left, near the bins. The door will need to be opened from the inside.

**Handbags/valuables**

Whilst initially the plan was to store these in the store cupboard, but the suggestion now is to put these in the kitchen.

**Feedback**

Whilst we are in transition stage teams will email to everyone how things have gone – numbers, challenges etc. Specific things for MP to be fed back to Jacqui to pass to Phil  
Feedback for the following week's church – please check the rota and email them directly.  
Feedback for all teams – please email to the catering coordinators.