

## All Kitchen Users (revised 15/3/22)

The following guidance is to minimise the risk of cross contamination and to enable everyone to stay safe.

- Outdoorwear must be hung up on the rail in the corridor and not brought into the kitchen. There is a labelled box under flask shelf to put personal items eg keys/purses/handbags. **DO NOT PUT THEM ON THE WORK SURFACES**
- It is advised that hands are washed frequently during the preparation and serving of food and drink.
- Before you begin, wipe surfaces with anti-bacterial spray and the blue paper towel.
- Groups using crockery, utensils and mugs should always use the dishwasher.
- If you use a tea- towel please use a clean one from the drawer and place it for washing in the box provided. Do not leave for next kitchen user.
- When you have finished in the kitchen, wipe down all used surfaces with anti-bacterial spray and blue paper towel. All coffee flasks must be emptied and rinsed and put away.
- Sweep floor of any debris and wipe up any spillages
- **No leftover food or drinks should be put in the fridge or left on kitchen surfaces. Take it home or dispose of it.**
- **Empty all flasks. Do not put squash that has been made up back in the fridge throw it away.**
- **The fridge will be emptied at the end of the week of opened and unused food.**

Only those who have a role which requires kitchen use may use the kitchen. When you are in the kitchen, please stop non- designated users coming in and do not give out the kitchen code to non- users. **DO NOT PREPARE FOOD OR ENTER KITCHEN IF YOU HAVE A COLD, COUGH OR FEEL UNWELL.**

If you have any questions or would like any help in using the kitchen, do get in touch with me (Jayne Mockler) via [support@stpaulsdorking.org.uk](mailto:support@stpaulsdorking.org.uk).