

# St Andrew's New Church Hall

## Kitchen Care

General	<p>The kitchen is a multi-user facility and all users are requested to consider other users. Leaders of groups or organisations must ensure that anyone using the kitchen is aware of these guidelines.</p> <p>At the end of each let the work top should be left clear (with the exception of the kettle). Cleaners/disinfectants should be stored in the right hand cupboard under the sinks. Users are encouraged to label any items specific to them.</p> <p>Used tea towels should be taken home, washed and returned clean. Do not hang over the trolley or heater.</p>
Hot Water	<p>Water heaters should be turned on if required and turned off when you leave. Particular care must be taken with the Hydroboil which delivers water at nearly boiling point. To fill larger items use the wooden chopping board (kept beside the trays) to cover the sink and support the container.</p>
Tap Operation	<p>The taps must only be turned off <b>finger tight</b>. To allow for expansion the hot tap will continue to run after being turned off and then will drip for a short time while more water is heating. <b>Do not attempt to stop this by trying to tighten the tap excessively.</b></p>
Hob	<p>The hob should be cleaned when it is cool after each use to prevent the build up of dirt and make cleaning easier. Use a clean cloth, absorbent kitchen wipes/towels and dilute washing up liquid (or a specific glass ceramic cleaner).</p> <p>Any food spills should be cleaned off before they dry and bake onto the glass ceramic surface. Do not use abrasive products, chlorine based cleaners, hob-cleaner spray or pan scourers. Sugar and foods with a high sugar content damage the glass ceramic surface and should be removed immediately.</p> <p>Do not use aluminium bottomed pans as these cause deterioration of the ceramic glass surface. Use steel pots of a sufficient capacity that they don't boil over.</p>
Oven	<p>The main power switch for the oven must be left on. In order to function the oven clock time must be maintained. The handle for the grill pan is kept in the second drawer.</p>
Grill	<p><b>Close</b> the oven door during grilling.</p>
Canopy	<p>The canopy does not vent to the outside. If necessary use the extractor fan.</p>
Fridge	<p>The fridge will be shared with the Playgroup and the Out of School Club. There may be space for milk to be stored at the weekend by other users.</p> <p>The fridge is self defrosting. If excessive ice builds up reduce the setting for a while to allow defrosting to take place.</p>
Equipment Manuals	<p>For fuller information the manuals for the appliances are kept in the third drawer.</p>