

**First Unitarian Universalist Church of Nashville
Policy and Procedures**

Section: Facilities Utilization

Adopted: November 2009

KITCHEN USE AND FOOD STORAGE

Purpose

These policies are intended to help provide a safe, clean environment for the preparation of food served at church functions, and also to ensure that food served has been prepared, served and stored properly so as to maintain quality and safety.

1. Where this Policy Applies

- a. These policies apply to the kitchens in the main church building and the Morgan House. The use of the kitchen in the Norris House, used mainly by church staff members, shall be under the direction of the church administrator.
- b. The Kitchen Operations Committee will periodically inspect storage cabinets, refrigerators and freezers. Items not meeting guidelines as outlined in items 2 and 3 of this policy will be discarded at the discretion of the committee.
- c. The Church Administrator shall give a copy of this policy to renters who will use the kitchen. The paid "Monitor" for the renter shall ensure the policy is enforced.

2. Rules for Kitchen Use

- a. Children under ten are not permitted in the kitchen.
- b. Rules for use of the church stove:
 1. The church administrator must be notified during normal office hours whenever anyone is using the kitchen stove. This must be done in advance if the date and time of the useage is not during normal office hours. An individual or group may establish a standing notification of the use of the church stove for Wednesday fellowship dinners and Sunday food table. The standing notifications must be rviewed at a minimum of 6 months.
 2. When any cooking is done on the stovetop, someone must be within earshot of the cook (no further away than the sanctuary or social area). The oven may be used without a person in direct contact, provided that the church administrator has been informed about the presence of the person in the kitchen.
 3. Because of the danger of fire, wax may not be melted in the church kitchen. This includes candle wax as well as paraffin wax for sealing jellies and jams.
- c. Rules for the Morgan House:
 1. The church administrator must be notified during normal office hours whenever anyone is using the kitchen stove. This must be done in advance if the date and time of the useage is not during normal office hours.

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2. When any cooking is done on the stovetop, someone must be within earshot of the cook. The oven may be used without a person in direct contact, provided that the church administrator has been informed about the presence of the person in the kitchen.
3. Because of the danger of fire, wax may not be melted in the kitchen. This includes candle wax as well as paraffin wax for sealing jellies and jams.

3. General Food Storage Policy

- a. Personal food items shall not be stored in either kitchen for more than 24 hours. For specific functions, additional storage time can be requested in advance from the Church Administrator during normal church office hours. Personal food items are defined as food that is brought for personal consumption, not to be shared or served at a church sponsored event.
- b. To minimize risk of pest infestation, all food items stored in the kitchen shall be stored in containers providing a complete seal, such as a plastic container or sealable plastic bag. No food items shall be stored in lower cabinets.
- c. Any food item that has passed the “best used by” date (or similar designation) shall be discarded.
- d. The storage of alcohol is governed by the "Alcohol Policy" as adopted by FUUN.

4. Refrigerated/Frozen Food Storage

- a. Food that has been heated and served shall not be stored for more than 3 days, for example items served at Sunday food table may be used at the next Wednesday night dinner, and then must be discarded.
- b. Protein items such as meat shall be securely wrapped and should be stored on lower shelves to prevent contamination of other items stored in refrigerator.
- c. Frozen items should not be stored for longer than 3 months. Any food that has been frozen and then thawed may not be refrozen. Ice cream may be served and stored again in the freezer, one time only and then must be discarded.
- d. To ensure proper temperatures in refrigerators and freezers, thermometers will be installed and should be checked by Kitchen Operations Committee on a weekly basis.