

# Cleary Hall Kitchen Documentation

---

## Welcome

If you are reading this document, you are a representative of a parish or school group that uses the kitchen facilities in Cleary Hall, or a Parish member who has requested permission to use the kitchen for a specific non-Parish activity (i.e. bridal/baby shower, family reunion, etc.)

You are required to review this documentation prior to using the kitchen and agree to abide by the instructions as set forth in the document.

## Requirements

Obtain permission from Parish Administrative Assistant, Michele Banaszek 1-309-755-5071. Inform her of your planned use of the kitchen – catered meal, pot luck, etc. – and if there will be alcohol served.

Include any information about special needs related to refrigerator/freezer storage space.

Review this documentation and agree to abide by instructions as set forth within.

Sign acceptance form and return to Parish Office at least 3 weeks prior to your activity. Make arrangements to coordinate access to the building and arrange for set up and tear down of tables, chairs, etc.

## Recurring Parish Groups

- BINGO
- Funeral Lunch Team
- Men's Group
- WINGS
- Totus Tuus – Religious Ed. Leaders and Women's Group Kitchen Volunteers
- Youth Group
- Worship and Prayer
- Religious Education
- Basement to Attic Sale
- Any other non-recurring activity/dinner

## Recurring School Groups

- School Hot Lunch Team
- Grace Gala Team
- Athletic Director / Boosters
- Home & School
- 8<sup>th</sup> Grade Bingo
- Shop Til You Drop
- Graduation Dinner

## Other

- Knights of Columbus

# Cleary Hall Kitchen Documentation

---

## Overview of Available Equipment

**Two refrigerators** – both are available for your use. One faces 3 sink unit on back wall (east wall) and one faces stove (west wall). Food/Beverage already inside is the property of another group and should not be used.

**One freezer** – faces gym (north wall). Available for your use. Food already inside is the property of another group and should not be used. If using freezer, note that there is a black line indicating the maximum height food may be stored in the freezer. Also, food should not extend over the shelves toward the doors of the freezer. This hinders the movement of air when the doors are closed and may prevent food from getting to an appropriate freezing temperature.

**Dishwasher** – *(Detailed instructions are included in a separate section – pages 5 & 6.)*

**Four sink locations – all locations are ok to use for drinking water.**

3 sink bay – utilized for hand washing, rinsing and sanitizing dishes. All dishes should be air dried to avoid cross contamination. *(Detailed instructions are included in a separate section – pages 6 & 7.)*

1 sink bay with Garbage disposal – Use for rinsing dishes prior to washing. Do not use to dispose of large quantities of food – use garbage cans for this purpose.

2 Hand Washing Sinks – these are the small sinks with paper towels above and a garbage can underneath. One is located to the left of the 3 sink unit and the other one is located opposite the front counter where the microwave is located. These are the designated sinks for washing hands prior to food handling.

**Free Standing Food Warmer** – This is usually located next to the freezer. It may be used. Move out from other appliances and plug in. Two switches control the time and temperature.

**Commercial Grade stove top and oven** – Current practice is that the pilot light remains on even in the summer months. **Please Note: The pilot light is open and will ignite or melt anything placed on the surface of the stove top. Use caution to ensure all items placed on stove are flame proof.** The oven tends to run about 25 degrees lower than setting. For example: to bake at 350 degrees, you will need to set oven to 375. There are two trays underneath the burners that may be pulled out to facilitate clean up. These will be hot, so be sure to use hot pads. There are two fans on the range hood above the stove top. One is an exhaust fan and one is a supply fan. The exhaust fan will remove odors and pulls air from the adjoining rooms. This fan is quite loud. The supply fan brings in outside air, and cannot be heard. It has a lighted switch to show it is operating. These should only be used if the impact to the facility temperature is understood. **Be sure they are turned off when leaving.**

**Microwave** - *(Detailed instructions are included in a separate section – page 7.)*

**Bunn Automatic coffee maker** - *(Detailed instructions are included in a separate section – page 7.)*

## Cleary Hall Kitchen Documentation

---

**Ice Maker** – Located off of main kitchen in storage room. Ice scoop is in blue plastic container on top of machine. Never use anything other than the scoop to get ice. When scooping ice be sure to pull ice forward from back wall of machine. Never use this machine to store purchased ice.

**Popcorn Maker** – Available on a specific request basis. This should be utilized only if a large amount of popcorn is needed due to the amount of work necessary to clean the machine properly. For small amount of popcorn, purchasing pre-popped bags is best. *(Detailed instructions are included in a separate section – pages 7 & 8.)*

**Beverage Fridge** – Available only to Our Lady of Grace during sporting events.

**Serving pieces, cutlery and utensils** – located in the top drawers of the west side.

Forks, knives, spoons, serving spoons, tongs, and spatulas

Serving Pieces including glass beverage pitchers, coffee carafes, serving bowls of various sizes, stainless steel bowls, tubs, pots of various sizes.

Cafeteria style trays – located in storage room.

Electric Coffee Makers – Use limited to very large groups only as we have the smaller automatic coffee maker that will meet most needs. If a large quantity of coffee is needed, it can be brewed in the smaller coffee maker and poured into the large coffee maker to keep warm. This would facilitate self-serve dispensing.

Beverage Dispensers – Three 3.5 gallon dispensers are available for self-serve of cold beverages. Prior to each use, ensure that the nut securing the spigot is tight to eliminate a chance of leaking.

# Cleary Hall Kitchen Documentation

---

## **Items Stocked for Parish Use: (School stocks their own supplies.)**

16 oz. Styrofoam cups – beverages other than coffee

8 oz. Styrofoam cups – coffee, hot tea

3 section Styrofoam dinner plates

Styrofoam dessert plates

Napkins

“Real” silverware

Plastic utensils

Disposable plastic gloves

Aluminum foil

Plastic wrap

Coffee – Regular and Decaf

Sugar

Sugar Substitute

Coffee Creamer Packets

Salt and Pepper Packets

# Cleary Hall Kitchen Documentation

---

## Detailed Instructions for various appliances:

### Dishwasher

Instructions are listed on rectangular plate on face of door. These are repeated here for ease in reading. *(The Kitchen Committee acknowledges that these steps are confusing. However, the dishwasher may be replaced in the near future, so will defer updating the steps until that occurs. Observing the demonstration will increase clarity of the instructions.)*

#### Start Up

1. Make sure pan strainer, wash arm, and rinse arms are clean. Arms should rotate freely.
2. Close door.
3. Push cycle switch to "Auto Cycle".
4. Push power switch to "Power On". Red lamp indicates power to machine, green lamp indicates fill.
5. After fill (green) lamp turns off, open door. Cycle lamp (amber) will turn on then off. Close door, machine will automatically go through a cycle; amber lamp will remain on until cycle is completed. NOTE: Repeat above step as necessary to reach operating temperatures on data plate.

#### Image of Data Plate



#### Preparation

# Cleary Hall Kitchen Documentation

---

1. Prepare ware by scraping large food soil particles and pre-rinsing loose food soil. Dried or cooked food may require pre-soaking.
2. Load cups, bowls and glasses upside down in rack. Plates and saucers should be placed in peg-type rack with space between.
3. After fill (green) lamp turns off, open door. Cycle lamp (amber) will turn on then off. Close door, machine will automatically go through a cycle; amber lamp will remain on until cycle is completed.
4. NOTE: Repeat above step as necessary to reach operating temperatures on data plate.

**CAUTION: OPEN DOOR SLOWLY TO AVOID BEING SPLASHED WITH HOT WATER.**

## **WASH**

1. When dishwasher has reached operating temperature (*at least 150 degrees*), place rack of soiled dishes on open door and slide into machine.
2. Close door to run wash cycle. (*Cycle is approximately 3 minutes.*)

## **DRAIN**

1. Start wash cycle without a rack in machine. Wait 5 seconds.
2. Push power switch from "Power On" to "Off Drain". Machine will automatically wash, drain, and turn off.
3. Clean strainer, wash arm and rinse arms. Delime machine as needed. (Refer to owner's manual before using delimer.) Deliming step not required of occasional users – the school kitchen personnel will perform this step as necessary.

## **3 Sink Bay**

1. This unit is used for washing and sanitizing dishes and utensils after they have been rinsed clean of food debris in the sink with the garbage disposal. The sinks are used as follows:
2. Left Sink – fill with hot water and dish soap – use to wash the dishes. Sometimes it is necessary to run the water for a significant period of time to get it to a "hot" temperature. If you will be washing dishes you may want to turn on the water right away to ensure it is hot enough to use when needed.
3. Middle Sink – fill with hot water – use to rinse dishes.
4. Right Sink – fill with hot water and sanitizer (see steps below) – dip in dishes to sanitize prior to setting in rack to air dry. (Racks located on rolling silver cart in front of sink with garbage disposal.
5. To add sanitation solution to water in right sink:
  - a. Keep or turn hot water on.
  - b. Flip nozzle lever in center of hot and cold faucets to upward position. This will direct water flow from central faucet to sprayer nozzle.

# Cleary Hall Kitchen Documentation

---

- c. Turn right black knob on silver rectangle box to upright position. This will start the flow of sanitizer fluid when the sprayer nozzle is engaged to fill the right sink, automatically mixing it. When done, turn off the black knob and turn the sprayer nozzle to off position.

## Microwave

1. Press the "Clear" button
2. Press the "Time" button
3. Enter the amount of time
4. Press the "Start" button – note: there is no audio signal when cycle is complete
5. Wipe inside after use

## Bunn Coffee Maker

1. Plug in unit. Coffee maker is always unplugged when not in use.
2. Turn on main switch on the left bottom. Let stand approximately 10 minutes to heat.
3. Make sure coffee pot is in place on the lower left burner under the coffee ground basket.
4. Run one pot of water through prior to adding coffee. This will ensure the water is hot and that the water sitting in the reservoir is not used for the first pot of coffee.
5. Make sure coffee ground basket has a filter and coffee. Once water is poured, coffee will begin to brew immediately so to avoid a mess, this step needs to be completed before water is added in the next step.
6. Pour pot of water in reservoir on upper right of unit.
7. When pot complete, it can be moved to one of the other two burners to keep warm. (Flip on appropriate switch for heating unit.) Another pot can then be brewed by following steps numbers 3 – 6.
8. When finished using, make sure:
  - a. Machine is unplugged
  - b. Coffee grounds are removed
  - c. Pots are clean
  - d. Machine is wiped down

## Popcorn Machine

**Making Popcorn – Ensure plug is handled carefully when plugging in. There is a twisting motion necessary to plug in and unplug.**

1. Turn on 5 minutes to warm up
2. Put in 1/3 cup of oil
3. Put in 1 cup of corn
4. Put in 1 Tablespoon of Salt

## Cleary Hall Kitchen Documentation

---

5. Make 5 to 6 batches of Popcorn
6. Turn off 2 Right buttons
7. Keep on Left button
8. Clean after each use

### **Cleaning Popcorn Machine**

1. Unplug machine from outlet – **remember to twist to release plug in machine.**
2. Unplug pot. Pot will be hot.
3. Do not submerge pot. Keep cord dry.
4. Wash inside and outside with soapy water. Rinse thoroughly. Dry pot.
5. Remove bottom tray and bottom pan. Wash with soapy water. Rinse and dry.
6. Wipe inside and outside walls of machine with soapy water. Dry.
7. Put back together. Leave unplugged.



# Cleary Hall Kitchen Documentation

---

## **Kitchen rules:**

**First and foremost: Leave the kitchen clean and ready for use by the next party.** We do not employ a kitchen coordinator. Anything you leave undone is extra work for the next person to use the kitchen.

No one under the age of 18 is allowed in the kitchen.

Plastic gloves must be worn anytime someone is actually touching food. Once you have finished with the task, the gloves must be removed and tossed. New gloves should be used if another task coming in contact with food comes up. **Never** touch door handles, faucets, or eat wearing gloves.

Do not set purses, bags, boxes, etc. on counters where food will be served.

Do not sit on counters.

The door to the kitchen cannot be propped open for any reason. This would allow insects to enter the kitchen.

Empty **all** garbage cans. If the event is small you may consider only having one trash can available. This will save on bags used and facilitate clean up. Remember, especially when school is not in session, several days may pass without anyone entering the kitchen. Food left in cans becomes smelly very quickly. Extra garbage bags are kept on the top shelf of the coat rack outside the kitchen doors in the Jubilee Room.

Put away any utensils, serving dishes, trays, etc. that you use in the same place you found them. If there are several people working in the kitchen and you are unsure of the location for an item, leave it on the counter with a note requesting it be put away in the appropriate place.

Any cups/plates/napkins removed from plastic sleeves and not used, must be put back in a sleeve or plastic wrap covering before returning to the storage area. Unwrapped product must be tossed by order of the Health Dept.

If using disposable table cloths, toss after event. These are designed for one use only and cannot be properly cleaned and sanitized for multiple uses.

Final clean up includes counters and tables wiped down with soap (Dawn) and water using Green bucket, followed by sanitizing using Red Bucket. To sanitize, fill Red bucket with sanitation water as detailed in Step 7 of Three Sink Bay instruction above. This process should also be followed on any appliance (freezer, refrigerator, oven) handles touched. Red and Green buckets are located to the left of the 3 Sink Bay on the floor. Dish clothes and towels are located in drawer – top right – of counter holding Garbage Disposal sink. For non-school activities, clean and sanitize surfaces prior to serving food, and at the very least clean surfaces at the end of the food service.

## Cleary Hall Kitchen Documentation

---

Do not leave food in the refrigerator. Any leftovers should be removed. If you are donating to another activity or want to save for another event – ensure the leftovers are consolidated and labeled with a contact name and number.

If the oven has been used, double check that it is turned off and that all food has been removed. Also make sure the fans are off if they were used.

Take home any towels and dishcloths used, launder and return to the kitchen or to Michele in the Parish office within 3 days.

The floor should be swept and/or mopped if anything was spilled on the floor.

While not a requirement, be aware there is a resource on Safe Food Handling available online for a nominal fee. This is required training for all people working with food in the public.

<https://www.statefoodsafety.com/food-handler/east-moline-food-handler-course>



# Cleary Hall Kitchen Documentation

---

## Facility Use Checklist

To assist you in making sure you have remembered to do everything to leave the Kitchen and Cleary Hall in the best possible condition, a checklist is attached below for your use. Please print and take a copy with you to your event. That way you can “check off” the tasks as you complete them. There is also a copy of this check list on the bulletin board in the kitchen.



### Cleary Hall and Kitchen Clean Up Check List

Wash all serving pieces and utensils used using 3 sink bay and following instructions for washing, rinsing and sanitizing.

After air drying, put all serving pieces and utensils away in the same place they were taken from.

Replace any plates, cups and napkins in plastic sleeves. If you no longer have the sleeves, wrap in plastic wrap prior to returning to cupboard.

Wipe down and sanitize all countertops, tables and handles following the steps included in the Kitchen Rules section of the documentation.

Empty all garbage cans. Replace liners. Take trash to dumpster.

Remove all left overs from kitchen - refrigerator, freezer and countertops.

If oven has been used, double check that it is turned off and that all food has been removed.

If fans on range hood have been used, ensure these are turned off.

Take home any towels or dishcloths used, launder and return to the kitchen or to Michele in Parish office within 3 days.

Sweep or mop the floors in the kitchen and meeting rooms used as necessary.

Check the bathrooms to ensure toilets are flushed and lights and fans are turned off.

Make sure all lights are turned off.

Make sure all doors are locked. This involves checking from the outside all doors of the facility (not just those you personally unlocked).

# Cleary Hall Kitchen Documentation

---

## **User Agreement**

I hereby certify that I have read the Documentation and Rules related to using the St. Anne Parish Kitchen and agree that the group I represent will adhere to these rules.

Name \_\_\_\_\_

Contact Number \_\_\_\_\_

Parish or School Group Represented \_\_\_\_\_