



# **GUIDELINES FOR GROUPS**

## **USING THE KITCHEN**

**(Please read before arrival)**

To keep everyone safe and to protect the equipment we have in the kitchen, please find below the following information:

- ❖ Kitchen and Cleaning Instructions
- ❖ Steralizer Instructions
- ❖ Water Boiler Instructions
- ❖ Shutter Instructions

All rubbish should be removed to the bin in the car park  
And please, no children allowed in the kitchen.

Please report any breakages and share any concerns to the Parish Administrator: [churchadmin@stmatthew.org.uk](mailto:churchadmin@stmatthew.org.uk) or 020 8681 3147.

# KITCHEN & CLEANING INSTRUCTIONS

- ❖ Please wash hands routinely:
  - ❖ before and after handling food
  - ❖ before handling clean cutlery, dishes, glasses, or other items to be used by the customer
  - ❖ after handling dirty or used items, such as collecting used dishes from customer tables
  - ❖ after handling money
  - ❖ after touching high-contact surfaces, such as door handles
  - ❖ when moving between different areas of the workplace
  - ❖ after being in a public place
  - ❖ after blowing your nose, coughing or sneezing. Coughs and sneezes should be caught in a tissue or the crook of your elbow
- ❖ Ensure all cuts on hands are covered with a waterproof plaster.
- ❖ Please pay attention to personal hygiene, ensure you are fit and well, and wear either a clean apron or overall.
- ❖ Raw meats should always be chopped on a separate board, using separated utensils.
- ❖ Please do not serve food containing uncooked eggs.
- ❖ If you reheat food, make sure it's piping hot.
- ❖ Do not prepare food too far in advance.
- ❖ Do not leave buffet food out in a warm environment.

- ✿ Please ensure all produce is within the expiry date.
- ✿ Please keep the kitchen clean and all hirers MUST leave the kitchen clean and all rubbish and food waste removed:
  - ✿ Clean and disinfect food areas and equipment between different tasks, especially after handling raw food.
  - ✿ Clean and disinfect refrigerator if they have been used.
  - ✿ Clean as you go. If you spill some food, clear it up straight away and clean the surface thoroughly.
  - ✿ Use cleaning and disinfection products that are suitable for the job and follow the manufacturer's instructions. Hirers must supply their own cleaning products and clothes.
  - ✿ Disinfection products should meet the BS EN standards. Check product labels for either of these codes: BS EN 1276 or BS EN 13697.
  - ✿ Do not let food waste build up. Dispose of food waste suitably.
  - ✿ Use a cleaning schedule to make sure that surfaces and equipment are cleaned when they need to be. It can also help to stop cleaning products being wasted or used incorrectly
  - ✿ Please run any cutlery and crockery you have used through the Sterilizer.

**Unnecessary clutter can be a hazard to mobility, a fire hazard or a place where vermin can congregate.**

**Thanks for helping to keep St Matthew's a safe place**

# USE OF STERILIZER

If you are using any of the cutlery or crockery, and this includes mugs for tea or coffee, then when you arrive turn on the steriliser to allow it to heat up the tank of water. Note this sterilizes it does not wash the dishes.

**Heating sequence** This will take approximately 30 minutes. to heat the tank of water.

- ✿ Ensure the drainage plug is inserted into the drain inside the machine at the back of the tank (it is a cylindrical metal plug).
- ✿ Shut the door.
- ✿ Make sure power switch on wall is on.
- ✿ Press **GREEN** power button on machine.
- ✿ Machine will fill with water.
- ✿ Both **ORANGE BOILER** and **ORANGE TANK** indicator lights will then come on and remain on for some minutes.
- ✿ The **ORANGE BOILER** light will then go off, which indicates that the water is heating. This will also take some time.
- ✿ When **ORANGE TANK** light goes off, the water has reached the required temperature. You can now use it to sterilize.

**Sterilizing Sequence** This takes approximately 3 minutes for each tray

- ✿ Scrape residual food from dishes and rinse if necessary with sprayer above sinks. Load dishes into machine (one tray at a time only).
- ✿ Press the **YELLOW** start button and the wash cycle will begin (the orange indicator light above the yellow button will be lit).
- ✿ At end of cycle (a few seconds after the orange indicator light above the yellow button has gone out) open door and remove dishes.
- ✿ Load any more dishes requiring washing.
- ✿ Press the **YELLOW** start button again.
- ✿ Repeat the sterilizing sequence as necessary for each tray of cutlery (red tray) or crockery (cream trays).

**Draining sequence this will empty the tank of water it will take approximately 5 minutes to do.**

- ✿ After all dishes and cutlery have been washed and you have emptied the machine open door and remove drainage plug.
- ✿ Shut the door.
- ✿ Press **GREEN** power button on machine.
- ✿ Press the **YELLOW** start button to drain machine.
- ✿ Once machine has drained, switch power switch on wall off.
- ✿ REMOVE ANY REMAINING WATER IN BOTTOM OF TANK WITH A DISHCLOTH AND LEAVE MACHINE CLEAN AND DRY. Please leave the door open.

## **WATER BOILER**

The Water Boiler is left on 24 hours a day

Eco Mode caters for about 20 people - if you are catering for more than 20 click the bottom button with a picture of a leaf on it and it will heat up the whole tank. Remember to click the button again when you have finished.

You won't run out of hot water as it is  
constantly topped up.

**\*\*DO NOT SWITCH OFF AT THE WALL\*\***

# **OPERATING THE SHUTTERS**

## **Raising Shutter**

Release crank handle from catch

Carefully turn crank handle clockwise (as you are looking down on the handle). Please note that for the first few turns of the handle the shutter will not rise, until the slats have separated out.

Once shutter is raised return crank handle to catch.

## **Lowering Shutter**

Release crank handle from catch.

Carefully turn crank handle anti-clockwise (as you are looking down on the handle). Once shutter is fully down, carefully continue turning the handle until all the slats have settled in to each other and the handle cannot turn any more.

Once shutter is lowered return crank handle to catch.

**If you are in any doubt about how to operate the shutters,  
ASK FOR HELP!**