

## COOK NIGHT CLEAN UP GUIDELINES

- **Upon arrival:** Complete registration cards (checks are made out to SPPC). Place coolers in designated area on the south wall.
- Gloves should be located on the registration table or with the foil and plastic wrap.
- **If you bring your meat still in the packages, please remove /prep it in the kitchen to avoid cross contamination.**
- Assemble your meals.
- If you finish before the rest of the group, there may be mission meals that still need to be put together or you can begin clean up in the kitchen from prep.
- Each table should be cleared for clean up by checking the recipe's ordered "check off sheet" attached to the table; to be sure everyone has completed the assembly. (this will be assigned to \_\_\_\_\_) the instruction folder will be laid down to indicate the table has been cleared.
- Once the table has been cleared, \_\_\_\_\_ or Jamie will assign each participant a table to clean-up as per the following instructions:
  - a) All cans that need to be rinsed should be placed on a cart and returned to the kitchen sink located nearest the can opener.
    - Someone will be assigned to rinse cans and take the bottom off.
    - Place tops and bottoms of cans in the 13 gal. Blue recycling bin.
    - All cans should be placed on the open counter with window
    - and broken down on top of a flattened box , outside the kitchen
    - and placed in the large blue recycling bins
  - b) All perishable items should be placed on the table set-up outside the kitchen window.
    - Someone will be assigned to place items in freezer zip lock bags
    - These items should be separated into two categories
      - (1) To be frozen
      - (2) To be sent home

- c) All non-perishable items should be placed on the large island inside of the kitchen to be put away in inventory.
- d) All measuring spoons and cups that need to be washed should be placed in large bussing bin located on the table set up near the drinking fountain.
  - Someone will be assigned to wash these and place them back in their labeled buckets (also located on the table)
- e) All kitchen utensils used at the tables will also be placed in a large bussing bin located at the same table as the measuring spoons.
  - Someone will be assigned to wash and put them away in their labeled drawers.
- f) Mixing bowls and other large items should be washed by the person assigned to that table. (This is an attempt to keep someone from being stuck at the dishwashing sink for any length of time)
  - Mixing bowls are located on the open shelved island, together in like stacks.
  - Pitchers are located in the far left upper cabinet of the kitchen.
- g) Tables should be clean with Lysol disinfectant wipes. (usually located by the phone at the window counter or in the back storage area)
- h) Tables should be folded and put away in the far west corner of the Fellowship Hall (by the chair rack).
- Garbage and recycling should be taken down to the outside garbage area located in the back of the church at the bottom of the ramp.
  - a) Boxes should be broken down and stacked neatly against the building.
  - b) All recycling should be placed close to the boxes in a covered area.
  - c) Garbage bags should be placed inside of the brown garbage cans.
  - d) Replacement liners are located in the last two bottom drawers located next to the single sink – labeled 13 gallon and Liners
- We need to vacuum and spray the carpet with spot treatment before leaving.
- Take home leftovers only if you plan to continue cleaning until everyone is done for the evening.