



St. Luke's Kitchen/Food Service Request

Please submit this form one month prior to event to St. Luke's Hospitality Coordinator

email - terrie.witty@stlukesumc.org

phone - 901-452-6262 fax - 901-452-6264

Name of Event/Meeting: _____

Day and Date: _____ Time: _____ to _____

Location/Room _____

Number of expected attendance: _____ Estimated Budget _____

Request made by:

Name: _____ Group: _____

Land Phone: _____ Cell Phone: _____

email: _____

Menu Request:

Items needed from Kitchen:

___ Dinner plates, china

___ Dessert plates, china

___ Silverware

___ forks

___ Spoons

___ Knives

___ Glasses

___ Coffee Cups

___ Table Covers

___ Plastic, color _____

___ Cloth, color _____

___ Paper supplies

___ Napkins

___ Paper plates

___ Plastic silverware

___ Other

All items, except paper products, are inventoried. You will be responsible for any missing items.

I agree to use the assigned St Luke's UMC Kitchen in accordance with current guidelines for kitchen use as **printed on the back of this form**. I assume full responsibility for any damages and/or losses incurred during use and release St Luke's UMC from any injuries that may occur during the use of the facility.

Signed: _____

Date: _____

GUIDELINES FOR KITCHEN USE

PREPARATION:

1. Use safe food preparation practices
 - Wash hands with soap before working with food
 - Wear an apron and closed toe shoes
2. Know how to use kitchen equipment.
3. Keep cold foods cold and hot foods hot.

SERVING:

1. Adults only should serve food.
2. It is not recommended that people serve themselves.
3. Wear gloves, clean apron, do not eat when serving, be alert and do not leave your serving station.

CLEAN UP: (cleaning as you go makes final cleaning easier)

DINING AREA:

1. Prewash drink, dessert areas, and serving areas.
2. Equipment to use: One of the carts, paper towels, two dishpans filled with soapy water for silverware, rack for empty glasses on bottom shelf, pail for liquids from glasses, 2 or 3 large garbage cans and spatula.
3. Check for silverware in garbage cans.
4. Ask that all liquids be put in pail and empty glasses put upside down in the glass rack. **DO NOT PUT LIQUIDS IN THE GARBAGE CAN.**
5. The person in charge of this station should take plates, glass racks and silverware pans to the dishwasher in the kitchen as needed.
6. Tables, after use, should be cleared and cleaned.

KITCHEN:

1. All equipment used must be washed, dried and put away.
2. All food not used or consumed must be disposed of or taken home by the group. There is not storage space for leftover food.
3. If you use **TABLECLOTHS** and **KITCHEN TOWELS**, launder them, fold (or iron if needed) and return to the kitchen within a few days.
4. Sweep and mop the kitchen area.
5. Check that all **FREEZER** and **REFRIGERATOR DOORS** are **CLOSED** and **ALL EQUIPMENT TURNED OFF**.
6. Lock the back door and turn off all lights.

GARBAGE:

Be sure all garbage cans have plastic bag liners before using. Dispose of the bags into the dumpster, at the back of the parking lot.