

## KITCHEN POLICIES

- Call the kitchen coordinator at least one week in advance of your event.
- NO kitchen equipment is to be removed from the church building for ANY event.
- Please return all kitchen equipment to its original storage place, clean and dry.
- Please make the kitchen coordinator aware of any malfunctioning or breakage of equipment.
- Use only paper towels for floor spills or messy clean-ups; not cloth kitchen towels.
- **DISHWASHER** – please find an experienced user to work with you. Follow the posted instructions carefully.
- **SILVERWARE** – should be dishwasher-washed and towel-dried before storage.
- **100-cup COFFE POTS** – use only for events of 300 or more people. Call the kitchen coordinator for a complete demonstration before making coffee for your event.
- **REFRIGERATOR** – food may be stored no more than one week in advance of your event and should be labeled with the name of the event and the date to be used. If large quantities need storage, the kitchen coordinator must be notified in advance. Please DO NOT leave any leftovers.
- **FREEZER** – same rules apply as the refrigerator (above).
- **PLASTIC TABLECLOTHS** – tablecloths are for groups using the kitchen and are available on a first-come-first-serve basis. Please thoroughly wipe and dry tablecloths before returning to storage.

### 2010 Kitchen Committee Schedule

Month	Name	Phone	E-mail
Full-time	Frank Pollina	847-392-4840	fpollina@theorchardefc.org
January	Ginnie Elmer	847-202-8212	ginnieelmer@yahoo.com
February	Kathy Watson	847-382-6117	dlw2206@aol.com
March	Sonja Ring	847-253-3811	sonjaring@aol.com
April	Shari Huizinga	847-358-8265	Huizinga59@msn.com
May	Beth Su Anderson	847-296-1240	rpabsa@comcast.net
June	Beth Su Anderson	847-296-1240	rpabsa@comcast.net
July	Debbie Sorensen	847-255-4611	nordicbuilderinc@aol.com

August	Shari Huizinga	847-358-8265	Huizinga59@msn.com
September	Kathy Watson	847-382-6117	dlw2206@aol.com
October	Sonja Ring	847-252-3811	sonjaring@aol.com
November	Ginnie Elmer	847-202-8212	ginnieelmer@yahoo.com
December	Debbie Sorensen	847-255-4611	nordicbuilderinc@aol.com