

# Woodlands Community Centre, Horton Heath Community Centre & Roger Smith Conference Suite

## Kitchen Rules

1. Please ensure that the metal roll-down partitioning screen between the kitchen and the Hall is opened when the kitchen is in use. Please close the screen when your event has finished.
2. No children are permitted in the kitchen without adult supervision.
3. The kitchen must not be left unattended whilst cooking equipment such as the oven are in use.
4. The kitchen sink is to be used for washing of food only. You are reminded that you should wash your hands before and after the preparation of any food. And you must use the separate hand wash sink (not the main sink) for washing of hands only.
5. All used/dirty crockery/cutler/glassware – must be put in the dishwasher and the dishwasher turned on for a 3-minute cycle. After which, the cleaned items must be put back in the locations in which you found them. Basic instructions for the use of the dishwasher are near the machine.
6. If there are any breakages of kitchenware – please inform the Bookings Administrator.
7. All work surfaces should be washed before and after the preparation of any food.
8. If you need to use the water boiler for teas and coffees, please note that you will need to turn this on and wait 15 minutes for the water to heat up! The water boiler has a pre-programmed temperature – please do not tamper with the settings.
9. If there is any spillage on the kitchen floor, it must be mopped immediately to prevent anyone slipping and having an accident.
10. No items should be placed on the kitchen floor, as could be a trip hazard for persons using the kitchen.
11. All rubbish is to be secured in dustbin liners and removed from the kitchen area.
12. Please follow hygiene best practice and ensure all cuts are covered with blue plasters.
13. The kitchen is to be left in the state that it was found in, no food, bottles, glasses or rubbish is to remain on the premises after an event.