

INSTRUCTIONS FOR THE USE OF ST. MICHAEL'S KITCHEN

St. Michael's has a spacious, commercial-sized kitchen capable of accommodating the preparation of meals for 200 plus people. The kitchen is equipped with a six burner gas range; two large ovens; a large grill; a commercial dishwasher with adjacent twin sinks; two commercial refrigerators; a commercial ice machine; a large prep area with a large, stainless steel prep table and twin sinks. Coffee pots of varying sizes, and serving dishes and utensils are also available.

PANTRY

This room is located at the rear of the kitchen and houses dishes and utensils that may be used with prior arrangement from the office. Also contained in this space are kitchen items such as napkins, table cloths, cups, tin foil, table cloths, spices, oils, etc. which are stocked for church and school functions only. If items of this nature are needed for your event, please provide them yourself. Also provide your own cleaning supplies such as dish detergent; dish towels; wash cloths, etc.

PREP AREA

The prep area is located toward the rear of the kitchen behind the stove. It consists of a large, stainless steel prep table and twin stainless steel sinks for food washing and prepping. There is also a heavy-duty, garbage disposal in the left hand sink. The controls for the garbage disposal are located on the front side of the left sink. It is turned on by pushing the red knobbed lever to the left. It is turned off, by pushing the red knobbed lever to the center. Water should always be run into the garbage disposal when in use.

For air circulation in the prep area, there is a dutch door that opens into the courtyard of the campus. At the very rear of the kitchen is another door that, when opened, provides good cross ventilation in the rear kitchen area. Both areas have "fly fans" that can be activated by locating the single switch by each door. These "fly fans" actually work to keep any flying insects out of the kitchen. In addition, there is a swamp cooler that is located on the roof above the prep table which also provides cool air in the prep area of the kitchen. The switch for the swamp cooler is located on the panel of buttons by the rear wash basin by the rear door of the kitchen. Push the button labeled "cool" on this panel and it will activate the swamp cooler. Please remember to turn it off before you leave the facility.

The prep area also contains a microwave; two large, industrial refrigerators; and an industrial ice-maker. It is recommended that you bring your own cutting boards and knives for food preparation.

DISHWASHER

The dishwasher is located at the front of the kitchen to the right of the stove. It is easy to run and has a 90 second cleaning cycle.

Locate the large, gray, plastic, dish holders in the dishwasher area. Fill them with dishes. Lift up the "hood" of the dishwasher using the lever on the right side. Slide the dish holder under the "hood". If there is no water in the reservoir at the front of the machine, push the "fill" button, located at the top right side of the dishwasher. Otherwise, pull the hood down over the dish rack and the machine will automatically wash and rinse the dishes.

STOVE

The stove is a six burner gas range. It has a pilot light, so matches are not needed. The ovens also have pilots and light automatically. In addition, the stove is equipped with a large-surface grill.

COFFEE MACHINE

There are two large (100 cup) coffee urns located under the front kitchen counter and two smaller (30 cup) urns located in the front cabinet in the kitchen to the left of the stove. It is recommended that you use ½ cup of ground coffee for every 10 cups of coffee made.

BEFORE LEAVING THE KITCHEN

Depending on the areas of the kitchen in which you worked and the appliances/equipment you used, this check off list should be helpful:

- Remove all perishable items from the refrigerators. Please wipe up any spills, etc. Check to see that both refrigerators are closed securely.
- Make sure all dishes, silverware and pots and pans are washed, dried, and returned to their designated places.
- Check the stove to see that all burners and ovens are off.
- Check the three garbage disposals. Make sure they are switched off.
- Wipe all surfaces and counters in the kitchen. Please return dish cloths/rags to the wire basket at the side of the sink.
- Turn off the light in the back pantry if you used it. Close and lock the pantry door.
- Turn off the swamp cooler, if you used it. (switch is by the rear wash basin)
- Check that all the doors in the kitchen and parish halls are shut and locked.
- Turn off the lights in the bathroom.
- Turn off the lights in the rest of the facility.
- Lock the doors.
- Return the key to the office either in person or through the slot to the right of the door.
- Come back and visit us soon!