

St Margaret's Church Centre

Kitchen contents photos & notes for caterers

We do not supply **tea towels**, please provide your own.

Please bring **bin-bags** and take all rubbish away with you—we have very limited waste provision

Please switch on the **cooker hood fan** when using the hobs or ovens to prevent smoke alarms triggering

Caterers must enquire about **parking** which is severely limited (and behind gates). Hirers might have access to one parking space which is close to the kitchen—caterers should ask if they are permitted to use this space if they need vehicle access.

There are no full-time staff at the Centre. We rely on each hirer leaving the building in the condition that they would like to find it. Please do your utmost to leave the kitchen **neat, clean and tidy**.

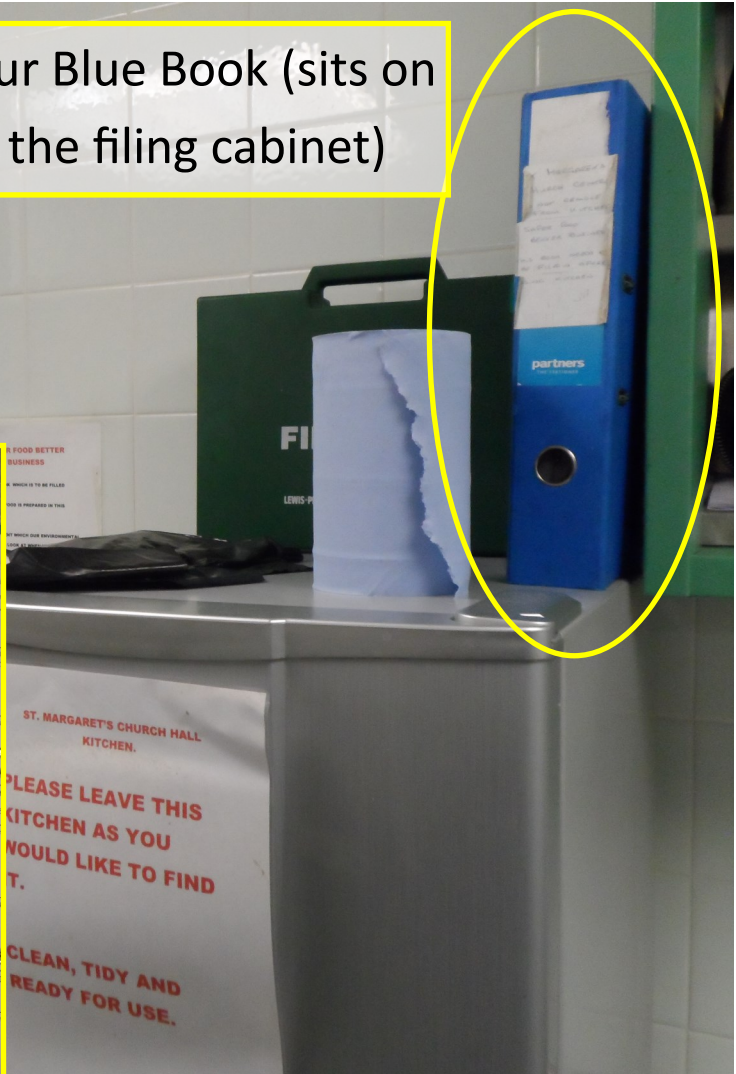
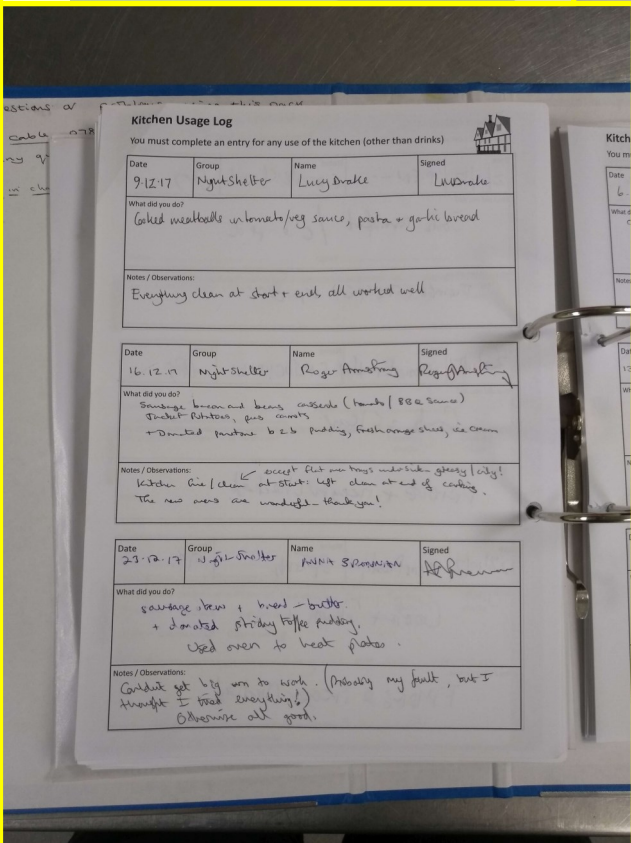
You must complete an entry in our **“Safer Food, Better Business”** folder — see the next page of these notes.



“Safer Food—Better Business”

Our Blue Book (sits on the filing cabinet)

A typical page contains three entries



Here is one of the entries

Kitchen Usage Log

You must complete an entry for any use of the kitchen (other than drinks)

Date	Group	Name	Signed
9-12-17	Night Shelter	Lucy Drake	LDrake

What did you do?
Cooked meatballs in tomato/veg sauce, pasta + garlic bread

Notes / Observations:
Everything clean at start + end, all worked well

































