

**WRCC Activity Center
Operating Procedures
Facilities Committee
Approved January 10, 2004**

Regularly scheduled use of the Activity Center includes White Rock Friends operation from 10:00 am until 2:00 pm on Tuesdays and Saturdays. Fifth Tuesdays and fifth Saturdays are excluded from this regular schedule. WRCC frequently schedules receptions and public group meetings for members and non-members. Check with the Church Executive Assistant at least two weeks prior to your planned event to ensure that the Activity Center is available.

- 1) Schedule the time and date of the event
- 2) Schedule times and dates for “set-up” and “clean-up”
- 3) Finalize a list of volunteers for event “set-up” and present to your Committee Chairperson
- 4) Finalize a list of volunteers for event “clean-up” and present to your Committee Chairperson
- 5) Finalize and approve an event budget for decorations, food and any other necessary items such as plastic ware, serving dishes, ice, etc.
- 6) Communicate plans for your event to the Church Executive Assistant for communications and assistance.

Kitchen and Dining Area Tasks / Checklist

PRE-EVENT Planning

- Ensure that lead volunteers tour the kitchen prior to the event to familiarize themselves with the layout of the kitchen and dining area. NOTE: The tables are normally arranged for the best use of the White Rock Friends Saturday lunches.
- Finalize the needed floor plan (table arrangement) for you event. The actual arrangement of the tables should be done the day of the event, or the day before if this does not conflict with the White Rock Friends Saturday lunch program.
- Refrigerator space is very limited due to the weekly meals program provided by White Rock Friends. Coolers are available for your use or you may bring food items in coolers, as necessary. All refrigerated items need to be labeled, if not for the Friends Ministry.
- Compile a list of necessary items for the event: ice, sodas, food items, table cloths, special utensils or plates, etc. and place in designated area in the kitchen.

SET-UP

- Ensure that all serving and eating surfaces are wiped down with disinfectant spray.

- Sterilize all serving utensils and pans in hot water prior to use. It may have been some time since some of the available pans and spoons have been used. NOTE: The hot water in the kitchen is exceptionally hot.
- Ensure that the needed large trash cans have plastic liners in them prior to use.
- Place at least two trash cans, with liners, in the dining area and in the kitchen area.
- Locate the plastic gloves available in the kitchen (center table island) for food handling and/or serving.
- Stove top burners must be lit with the long lighters available in the kitchen.
- Currently, only the oven on the right side of the stove is working properly.
- The red button on the wall to the right of the oven is the vent-a-hood for exhausting smoke and heat while you are cooking.

CLEAN-UP

- Wash, dry and put up all utensils and pans used for the event. Wash water should be hot and one cup of bleach should be added to a sink ½ full of dishwater with ample dishwashing soap. Rinse water must be hot and clear of any soap or bleach.
- Dry all areas surrounding the sink.
- Ensure that any spills on top of the stove or in the ovens are wiped clean.
- Ensure that ovens and burners are turned off.
- Remove all unused food items from the counter tops and warming drawers (center island) and dispose of properly.
- Wipe down counter tops and table tops with disinfectant spray.
- Wipe down all serving areas (steam table, serving tables, dining tables) with disinfectant spray.
- Place all paper goods and trash into the large trash cans.
- Replace condiments, paper goods, etc. into the kitchen area into their original space.
- Drain and wipe out coolers that belong to WRCC/WRF kitchen and replace them near the dishwasher area.
- Remove trash bags, tie them closed and place them in the dumpster at the back of the Activity Center near the chain link fence (back parking lot).
- Broom, mop and mop bucket are located in the kitchen entry way from outside, to the left of the dishwasher. Mop water should have ½ cup of bleach and be very hot. Sweep and mop as necessary to ensure that the kitchen is usable for the next event.
- The vacuum cleaner is located in the closet near the restrooms in the hallway by the General Store. Vacuum the carpet in the dining areas as necessary to ensure that the dining area is usable for the next event.
- Return the tables to the standard floor plan in the dining area. Fold us any extra tables used for the event and replace them in storage.
- Take down all decorations for the event and remove them from the Activity Center.

- Thank the Lord that we have an Activity Center and some Christ-centered activities!!!!

COMPLIANCE

- Compliance shall be managed and maintained by the Facilities Committee.
- Questions and concerns may be addressed to the Facilities Committee in writing to be considered at regularly scheduled monthly meetings.