

Kitchen: Additional Conditions

Comprehensive guidance is displayed in the kitchen. All hirers must contact one of the kitchen managers on 01647 277421 or 01626 832944 at least four weeks before their event to discuss kitchen facilities and use of appliances.

- It is the hirer's responsibility to carry out their own Risk analysis to ensure that they comply with Food, Hygiene, Health and Safety Legislation and Regulations. Guidance is available in the red box file displayed in the kitchen.
- No portable gas appliances allowed.
- **Rangemaster Cooker:** After use the 'Rangemaster' cooker must be turned off at the adjacent wall-mounted mains switch, either after the hob has cooled and the warning light(s) extinguished or when finally vacating the kitchen. See also the Risk Assessment entitled 'Risk of injury or damage by contact with hot cooker hob' and contained in the H&S Box File held in the kitchen.

Kitchen: Advice / Warning

- Special care should be exercised when opening or closing the heavy un-sprung drop-down door of the dish-washer.
- Beware high temperatures of boiling water 'zip' hydroboil, ceramic cooker hob and hot cupboard.
- Use 'step up' for high cupboards in kitchen. Never stand nor sit on any unit.

Other Information for Kitchen

- Hot water for the kitchen is controlled by a time switch in the kitchen.
- The shutter to the foyer is electrically controlled. To stop it rattling when down press "down" button until it is tight down. If the fire alarm is activated it will descend under control.
- Use of the dishwasher. Detailed instructions are in kitchen drawer and on machine. Please note this is a commercial dishwasher, a wash cycle takes about two minutes but the machine must be switched on half an hour before use to warm up.
- All left over food must be removed at the end of the session and not left in the kitchen. Unfortunately bowls etc cannot be 'borrowed' from the kitchen to act as receptacles to take food home as the next hirer can be seriously inconvenienced.
- Any help with the washing of tea towels is welcomed by the kitchen managers but they must be returned to the Village Hall within 36 hours of removal so that they are available to the next user. If the hirer is unable to help in this way, the soiled tea towels are to be left in a carrier bag under the sink (next to the food scraps caddy).
- Rubbish removal.
 - Please ensure that all rubbish is removed from the hall. There are two black landfill bins at the back of the Disabled parking area.
 - The Village Hall Committee regrets that it has been unable to provide satisfactory provision for recycling waste but is delighted if hirers can take their rubbish home to recycle, in particular any big bulky rubbish eg boxes /cardboard/glass etc. To assist, there are carrier bags for Hirers use in the box under the kitchen central island. Large black bin bags are kept in a drawer.

- General rubbish to be placed in the bag in the white bin under the central island in the kitchen. When full, properly tie and 'knot' the bag and remove to the black wheelie at the back of the disabled parking bay.
- Food rubbish can be placed in a polybag in the green caddy under the sink and can be taken home by hirers for recycling. Alternatively, this bag of food scraps can be properly tied off and placed in the black landfill wheelie as above.
- All breakages to be noted in the 'Breakages book' which is kept in the drawer above the 'FIRST AID'. Please contact a kitchen manager to arrange payment.

The management committee is committed to maintain a high standard of hygiene and safety in the new kitchen and therefore require the above conditions to be kept. The kitchen managers welcome feed back on the use of the kitchen.