

## Church of the Little Flower Rules for Use of School Cafeteria

Prior to the event, a key to the school can be obtained from the Rectory. Keys are not to be borrowed from parish employees. Keys must be returned to the Rectory on the first business day following the event.

### **At the end of the event, the following MUST be performed:**

- Make sure all cans have liners...All garbage must be placed in the outside **brown** dumpster in knotted plastic bags. Do not leave garbage bags on the ground next to the dumpster.
  
- Every effort should be made to recycle all plastic, cardboard and clean paper. **BLUE Recycling containers** will be available in the kitchen, cafeteria and hallway exit to the lower parking lot. Opened bottles should be emptied, rinsed and placed in a blue recycling container.
  
- All perishable food must be removed from the building. Do not leave any dairy products, especially milk, in the refrigerator. Edible food remaining after an event that will be donated to a food pantry or charity must be designated as such and removed within 48 hours. Do not leave frozen food or ice in the freezer.
  
- There are four (4) new coffee pots for parish use. These must be cleaned, dried and returned to their storage boxes next to the freezer.
  
- Personal items such as plates, dishes, trays and food containers should be taken home at the end of the event. Items left behind will be discarded.
  
- Use of Parish linen tablecloths must be arranged through Parish Life.

- Plastic utensils and other supplies taken from the pantry must be returned to their appropriate storage container. Do not leave items loose on trays or plates.
- The sink area must be cleaned. All cleaning supplies must be returned to the cleaning bucket. All towels must be rinsed and hung to dry on the sink. All tables and counters should be wiped clean. The stove, if used, should be cleaned. All plastic tablecloths should be discarded.
- If necessary, cleaning supplies will be stocked in the janitor's closet across from the entrance to the cafeteria.
- Close and lock all open doors and windows, including the:
  1. Boy's room windows
  2. Girl's room windows
  3. Cafeteria and kitchen windows
  4. Front entrance doors
  5. Kitchen door
  6. Rear hallway door
- All lights must be turned off in the:
  1. Boy's lavatory
  2. Girl's lavatory
  3. Hallway
  4. Pantry
  5. Kitchen (2 sets of light)
  6. Cafeteria
- Thermostats must be turned off.

Remember, the cafeteria is used by many groups and it is everyone's responsibility to keep it clean and orderly.

SIGNATURE \_\_\_\_\_