

Student Ministries and Activity Center- Café & Kitchen Policy

Facility (as per the Facility Request Form)

- Persons involved in Saturday night functions are expected to see that floors are clean, tables stored, and chairs placed for Sunday services. The Facility Director will provide instructions for setting up the rooms.
- Plants, pictures, and other accessories should not be moved except by permission of the Facility Director.
- The Café reservation form must be completed and returned to the Student Ministries Office 30 days prior to the event.

Food and Drink Services:

Pop Machine

To use:

1. Open the top of the machine and fill with 2-3 buckets of ice 30 min before use.
2. Turn machine on with key.
3. When serving,, fill cup 1/2 with ice first, then beverage.

To clean:

1. Turn machine off with key.
2. Fill a pitcher half full with soda water from the fountain.
3. Remove two parts of the pop nozzles, by turning to the right and pulling off. Separate parts and place in pitcher.
4. Put the nozzles back after soaking for a couple minutes.
5. Rinse the drain tray with cold water.
6. Wash pitchers after use.

Cappuccino Machine

To use:

1. Be sure the red "ready" indicator light is on.
2. Press the desired flavor button and release when the cup is 2/3 full.
3. Replacement mix is in the storage closet.

To clean:

1. Remove the bottom tray and wash.
2. Flip the inside switch from "run to "rinse."
3. Rinse one dispenser at a time- Place a pitcher under the dispenser and press the green button. Fill the pitcher halfway. Repeat steps for the other dispensers.
4. Put the tray back and flip the switch back to "run."

Popcorn Machine

To use:

1. Turn on heat and light.
2. Cut packet open and pour in.
3. Scoop popcorn into bags.

To clean:

1. After removing popcorn particles from kettle, pour hot soapy water into the kettle and soak.
2. While kettle is soaking, empty the machine of all other popcorn particles, including the bottom tray.
3. Wipe inside and outside of machine with hot, soapy water, and rinse.
4. Dump the water from the kettle, and scrub with steel wool. Wipe out with soapy dishcloth and rinse.

Coffee

Bring your own coffee supplies. Including creamer, sugar, and coffee filters. Clean the airpots after use.

Sno Cone Machine

To use:

1. Fill the cup holder with cups.
2. Put ice in the machine. Never put fingers near blades when the machine is plugged in!
3. Wash pumps and place in the flavors.
4. Turn on machine and serve.

To clean:

1. Turn machine off.
2. Clean water and ice out of machine. Dry and reassemble.
3. Purge flavor pumps; unscrew and wash internal parts. Rinse and reassemble.

Food Storage and Preparation:

Warmer

To use:

1. Flip switch on.
2. Turn left knob to desired temperature.
3. Switch white knob to "hold."
4. To turn off- flip switch to off and turn temperature knob to off.
5. Clean after use.

Convection Oven

To use:

1. Turn on by turning time and temperature knobs
2. Trays are removable for added space.
3. Oven is only on when timer is running.
4. Clean after use.

Refrigerator/Freezer

Food can only be stored in the refrigerator and freezer the day before the event. Food cannot be stored after the event. Please refrain from using foods labeled by other ministries.

Cleaning:

Dirty Towels

Please help the café stay clean by taking home and washing the soiled linens. Please return the clean linens to the café as soon as possible.

Dishes

Please wash all of the dishes you use and return them to the location you found them.

Other:

Cablevision

When using cable and/or satellite, a qualified tech person must operate the equipment. The need for cable and/or satellite must be reflected on your room request.

Prior to café use: Complete the Facility Request Form noting what café equipment will be used. The equipment available is listed below. Please return this sheet with payment.

Machine	Cost	Quantity	Total
Pop	\$0.25 per cup		
Pop	\$1.25 per pitcher		
Cappuccino	\$0.35 per cup		
Popcorn	\$2 per kettle		
Sno Cone	\$10 per use		
Cablevision	\$10 per use		
Use of café			\$20

Total cost: _____

After café use: Complete this form and return with check and any café keys to **Central Supply Box 31** or the **Student Ministries Office.**

Make checks payable to Wooster Grace Brethren Church.