

FOOD/KITCHEN SAFETY POLICY

Food, friends, and family... Food gathers us together, and it is a place to build community. Throughout the ages, food, gathering around a table has been a symbol of hospitality, of welcome, and of fellowship. It is a place where strangers become friends, where barriers are broken down, and where differences are celebrated. From the ancient nomadic tribes who shared their meager provisions around a fire, to the early Christian communities who broke bread together in remembrance of Jesus, the table has been a sacred space of connection and communion.

When we gather around a table, something magical happens. We become more than just individuals sharing a physical space. We become a community, bound together by the common experience of nourishment and fellowship. In the act of sharing food, we also share stories, laughter, and love. We forge bonds that transcend the superficial differences that often divide us. There is something holy about gathering around tables to celebrate Thanksgiving, or a graduation, a birthday or a promotion, but there is also something holy in pulling out the leftovers and sharing the day-to-day experiences of life.

The importance of gathering around a table goes beyond food and beyond socializing. It is a profoundly spiritual act. In the act of sharing food, we echo the divine act of creation itself. We acknowledge our interconnectedness with all of creation and our responsibility to steward it with care and gratitude. The table is a place of radical inclusivity. Jesus said, "When you give a banquet, invite the poor, the crippled, the lame, and the blind." (Luke 14:13) At the table of grace, there is room for all, regardless of status, wealth, or background. It is a place where all are welcome, and none are turned away. Jesus was well aware of this and, in scripture, we often see him gathering around a table to share food. He ate with people who were unexpected, who weren't considered appropriate or good enough. He welcomed people who had been kept away. He challenged what was comfortable. He pushed people to do good.

As Christians we stand in awe of creation, we are reminded to reclaim the sacredness of food and table. With intention we resist the forces of individualism and consumerism that seek to divide us and instead embrace the transformative power of community and solidarity. We can build longer, bigger, more open tables, both literal and metaphorical, where all are welcome, where justice and love abound, and where the abundant feast of God's kingdom is made manifest. Food has the power to bring us together. It draws us in, breaks down our barriers, and gives us an opportunity to connect.

However, like most everything in life, there is another side to the coin called "food". About 1 in 6 people in the United States get foodborne illnesses every year. Many foodborne illnesses are caused by bacteria, like *Campylobacter*, *E. coli*, *Listeria*, and *Salmonella*. Each year in the United States, more than 100,000 people go to the hospital and 3,000 people die because of foodborne illnesses.

But foodborne illnesses are preventable. Interventions in food production, processing, and storage can help prevent food from getting contaminated with bacteria. Teaching people to follow food safety practices when they're preparing food — like washing hands and surfaces often — can also help prevent foodborne illnesses.

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At FUMC we seek to recognize the significance of food as an integral part of our lives together while at the same time providing all reasonable assurances that the food being consumed has been prepared and protected through the application of recognized food and kitchen safety practices. To that end we have developed the following food and kitchen safety policies.

Food/Kitchen Safety Policies

1. Food is often a part of an event attended by users within a space or spaces of the church. Use of such space is addressed in attachment 1, “Facility Use Fee Schedule”. That document includes a “Food Safety Form” which is to be completed by any user if any food is to be present during the event addressed in the facility request.
2. An “event” does not include Tier I meetings that may include incidental snacks or beverages. Snacks may include homemade cookies, cakes (that do not contain high risk ingredients such as fresh cream), and fudge, etc.
3. An “event” does not include a Tier I lunch time meeting of a recognized FUMC group where individuals may bring in a lunch prepared at the individual’s home or purchased from a licensed vendor.
4. An “event” also does not include a “Potluck” that has been planned and approved by church staff. FUMC is not responsible for the safety of any food brought to a potluck meal. Anybody who is concerned about the safety of any potential dish to be brought to a potluck should contact the Loaves and Fishes personnel for advice. Consideration of the food safety standards contained in attachment 2 is recommended.

ATTACHMENT 1

FACILITY USE FEE SCHEDULE

Tier I users:

Programs, organizations and committees of First Church.

NO FEES, but we welcome donations for building maintenance to help us continue being Downtown for Good. [Donations welcome Here](#)

A note about fee payments: please pay all security deposits by check. For other Facility Use Payments, you may pay by check or online by [clicking here](#).

Tier II users:

Member use for special occasions; Programs, organizations and committees of other United Methodist Churches; Groups and organizations of other religious denominations and affiliations.

FEES: \$100 refundable security deposit, *please bring a check, or send a check to First United Methodist Church; 203 Wisconsin Ave; Madison, WI 53703*

- **Member Use for Special Occasions** (member is present) Custodial Fee \$150
- **Sanctuary** - No fee (holds approximately 450 people)
- **Kitchen** - \$75 (under 25 people); \$150 (25-100 people); \$200 (over 100 people) per day, or Certified Kitchen Manager, \$50 per hour
- **Fellowship Hall** – No fee (holds approximately 180 people w/tables & chairs)
- **Chapel** – No fee (holds approximately 100 people)
- **Classrooms/Conference Rooms** - No fee
- **Custodial Services** - \$50 per hour of time at church
- **Audio Technician** - \$30 per hour
- **Funeral** - *No security deposit or facility use charge.* Custodial Fee - \$150, Organist- \$150, Musicians/Vocalists - \$150, A/V Technical fee - \$150 Clergy fee - \$300. Additional fees may be added depending on specific needs and requests of the family.

Tier III users:

Non-profit community organizations/non-member special occasions on a one-time basis; Non-profit community organizations on a regular basis.

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FEES: \$100 refundable security deposit, *please bring a check, or send a check to First United Methodist Church; 203 Wisconsin Ave; Madison, WI 53703*

- **Sanctuary** - \$500 per day (holds approximately 450 people)
- **Kitchen** - \$200 per day /\$50 per hour for Certified Kitchen Manager
- **Fellowship Hall** - \$150 (up to 4 hours), \$400 per day (holds approximately 180 people w/tables & chairs) Custodial Charge: \$50 up to 4 hours, \$150 full day
- **Chapel** - \$100 per day (holds approximately 100 people)
- **Music Room** - \$100 per day
- **Classrooms/Conference Rooms** - \$30 per day
- **Custodial Services** - \$50 per hour of time at Church
- **Audio Technician** - \$30 per hour

FOOD/KITCHEN SAFETY POLICY

If your event will have any food involved, please also complete the Food Safety Form below.

This form is required for food safety reasons.

This is not only for those who would like to use our Loaves and Fishes Kitchen food service, but also for those who want to eat food in our building. Food is not permitted unless you have completed this form. Scroll down to fill out information about an outside Caterer if your event will use one.

FOOD SAFETY FORM

Date of Event

Type of Event*

Room Reservations for Food Service*

Time of Event*

Type of Food Service*

- Loaves and Fishes Kitchen Food Service
- Catering Service (Outside)
- Cooking at Loaves and Fishes Kitchen
- Bring in menu (Sack lunch, Potluck, etc.)

Time Food Ready by*

Expected Count*

Name of Contact Person*

Email*

Phone*() -

Menu*

If you are using a Caterer - Caterer information

Contact Person from the Caterer if using Catering

Attachment 2

Centers for Disease Control and Prevention Home Food Safety Tips

Following four simple steps at home can help protect you and your loved ones from food poisoning.

Four Steps to Food Safety: 1) **Clean** 2) **Separate** 3) **Cook** 4) **Chill**

Clean: Wash your hands and surfaces often.

- Germs that cause food poisoning can survive in many places and spread around your kitchen.
- Wash your hands for at least 20 seconds with soap and warm or cold water before, during, and after preparing food and before eating. Always wash hands after handling uncooked meat, chicken and other poultry, seafood, flour, or eggs.
- Wash your utensils, cutting boards, and countertops with hot, soapy water after preparing each food item.
- Rinse fresh fruits and vegetables under running water.

Separate: Don't cross-contaminate. Raw meat, chicken, and other poultry, seafood, and eggs can spread germs to ready-to-eat food unless you keep them separate.

- When grocery shopping keep raw meat, poultry, seafood, and their juices away from other foods.
- Keep raw or marinating meat, poultry, seafood, and eggs separate from all other foods in the refrigerator. Store raw meat, poultry, and seafood in sealed containers or wrap them securely so the juices don't leak onto other foods.
- Use one cutting board or plate for raw meat, poultry, and seafood and a separate cutting board or plate for produce, bread, and other foods that won't be cooked.
- Raw chicken is ready to cook and doesn't need to be washed first. Washing these foods can spread germs to other foods, the sink, and the counter and make you sick. If you choose to wash chicken, do so as safely as possible.

Cook to the right temperature.

- Food is safely cooked when the internal temperature gets high enough to kill germs that can make you sick. The only way to tell if food is safely cooked is to use a food thermometer. You can't tell if food is safely cooked by checking its color and texture (except for seafood).
- Use a food thermometer to ensure foods are cooked to a safe internal temperature.
 - Whole cuts of beef, veal, lamb, and pork, including fresh ham: 145°F (then allow the meat to rest for 3 minutes before carving or eating)
 - Fish with fins: 145°F or cook until the flesh is opaque and separates easily with a fork
 - Ground meats, such as beef and pork: 160°F
 - All poultry, including ground chicken and turkey: 165°F
 - Leftovers and casseroles: 165°F

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- Microwave food thoroughly: Follow recommended cooking and standing times. Letting food sit for a few minutes after microwaving allows cold spots to absorb heat from hotter areas and cook more completely.
 - Know your microwave's wattage. Check inside the door, owner's manual, or manufacturer's website. If your microwave is high wattage (800 watts or more), use the minimum cooking time recommended. If it is low wattage (300-500 watts), use the maximum cooking time recommended.
 - When reheating, use a food thermometer to make sure that microwaved reaches 165°F.
- **Chill: Refrigerate promptly.**
Bacteria can multiply rapidly if left at room temperature or in the "Danger Zone" between 40°F and 140°F.
- Keep your refrigerator at 40°F or below and your freezer at 0°F or below, and know when to throw food out before it spoils. If your refrigerator doesn't have a built-in thermometer, keep an appliance thermometer inside it to check the temperature.
- Package warm or hot food into several clean, shallow containers and then refrigerate. It is okay to put small portions of hot food in the refrigerator since they will chill faster.
- Refrigerate perishable food (meat, seafood, dairy, cut fruit, some vegetables, and cooked leftovers) within 2 hours. If the food is exposed to temperatures above 90°F, like a hot car or picnic, refrigerate it within one hour.
- Thaw frozen food safely in the refrigerator, in cold water, or in the microwave. Never thaw food on the counter because bacteria multiply quickly in the parts of the food that reach room temperature.