

Maleny Community Centre: User Manual Kitchen



April 2014

Table of Contents

Welcome.....	3
Key Contact & Emergency Numbers.....	4
Opening Procedures.....	5
Closing Procedures.....	6
Specifications.....	7
Blue Seal Oven Instructions For Use.....	8
Blue Seal Oven Instructions For Use Cont'd.....	9
Instructions for Cleaning Blue Seal Oven.....	10
Commercial Equipment: Gas Cooker.....	13
Commercial Equipment: Skope Fridge.....	13
Commercial Equipment: Dishwasher Machine.....	14
Commercial Equipment: Microwave Oven.....	15
Commercial Equipment: Bain Marie & Food Warmer Machine.....	16
Commercial Equipment: Electric Hot Water Urn.....	17
Health & Safety Matters.....	18
Emergency Procedures.....	19
Departing the Venue Checklist.....	21
Conditions of Hire Agreement.....	22
Maleny Community Centre Venues & Equipment.....	22
We Value Your Feedback.....	23

Welcome

The Maleny Community Centre (MCC) has community facilities and event equipment available to hire for external groups, clubs and individuals in the Maleny and Hinterland area.

The Kiosk
The Bicentenary Meeting Room
The Verandah Room

The Main Hall
The Kitchen Facilities
Bicentenary Conference Room

This procedure manual has been provided to you as the hirer at the time of booking and contains the information that you will require to competently, safely and confidently utilise the equipment. It also provides you with important information for contact details during events and after hours as well as promoting smooth operations and increased health and safety precautions.

Hirers are responsible for any damage within the hired facility space. Failure to comply with the procedures can incur an additional fee and/or future hire refused, so please ensure you have read and understood what is required of you as the hirer.

Fees

- The hire fees will be set by the MCC Management Committee and periodically reviewed
- Community based, not-for-profit organization will be given a twenty percent discount off the commercial rate. The hirer will be charged normal rates until proof of not-for-profit incorporation is received.
- Regular use hirers providing community benefit will be given the twenty percent discounted rate, at MCC's discretion. ('Regular' use is hirers who have used the venue regularly for a period of twelve months or more).
- Any other variation to the stated hire fee being reduced or waived needs to be submitted in writing to the MCC executive and management committee.

Bookings

- Commercial caterers require a **Food Safety Supervisor Certificate** – contact Sunshine Coast Regional Council. All other hirers require a Food Safety Certificate.
- All hirers of the Commercial kitchen whether they are cooking or just serving precooked food are required to have a **Food Safety License**.
- Booking preference will be given to local community groups and not-for-profit hirers
- MCC reserves the right to refuse a booking if the purpose of use appears inappropriate or to be in conflict with the stated mission statement of MCC or if the hirer has abused the facility by leaving it damaged or repeatedly unclean
- MCC reserves the right to impose a bond of \$100.00 before occupancy for a commercial or casual hirer, with refund subject to inspection of the facility after hire is completed.
- Advanced bookings for up to 12 months can only be made by community groups
- Advanced bookings for up to 2 months in advance only be made by commercial hirers. Regular and consistent use is limited to two days per month
- Commercial and/or casual hirers are required to pay a booking fee of 25% of the hire fee within 14 days of making the booking. This booking fee confirms the booking and is non-refundable unless cancellation is made at least 8 weeks prior to the date

- In a case where the conditions of hire have not been met, MCC reserves the right to impose an additional amount to the hire fee to cover costs e.g. cleaning, key replacement etc
- Regular hirers will be requested at the time of annual booking to supply a \$100.00 bond deposit to cover any losses, breakages, damage or exceptional cleaning required. If the deposit is drawn below \$20, MCC will request the hirer reinstate the balance again. MCC will not deduct funds from this deposit without prior discussion with the hirer

Key Contact & Emergency Numbers

Maleny Community Centre
P.O. Box 596
23 Maple St
Maleny, Qld 4552

Phone: 07 5429 6043
Email: admin@malenycc.org

Office Hours: Monday to Friday 9.30am to 1.30pm

Emergency Contact Person 1:

Name: Ann Koenig

Title: MCC Secretary

Telephone Number: 07 5494 3271

Mobile Number: 0407 138 182

Opening Procedures

Collection of Keys:

The key for the MCC Kitchen can be collected between 9.30am – 4pm at the Maleny Visitor Information Centre, Shop 2, Maleny Community Centre, 23 Maple Street, Maleny – contact telephone 07 5499 9033.

When opening and operating the Kitchen, the hirer must ensure that:

- the entry door is kept clear of obstruction
- all equipment is used in a safe manner
- only blue tack is used when putting up posters to avoid marking the wall surfaces.
- children under the age of eighteen are supervised at all times
- a person has been appointed to act as Fire Warden who will be familiar with safety and emergency procedures. The fire warden or organizer must ensure that easy access to all exits is maintained while using the facility and not obstructed by any equipment, furniture or people.

PLEASE TURN ON THE EXHAUST FAN WHEN USING THE OVEN.

Closing Procedures

Prior to leaving the Kitchen, the hirer must ensure that:

- The floor has been swept and washed – equipment is kept in the cleaner's room.
- cutlery and crockery are to be returned to the appropriate storage. Cups are stored in the dishwasher trays.
- all non-MCC equipment must be removed. Equipment left in the MCC facility after the hirer leaves will become the property of MCC, unless other arrangements have been made previously, will be disposed of if not claimed within 14 days.
- all doors and windows must be securely locked
- all equipment, cooktops and oven are cleaned, lights must be switched off (emergency exit lights remain on)
- all food has been cleared from the kitchen sink & benches, microwave, oven, bain marie and fridge are to be left clean.
- all rubbish is to be placed in the rubbish bins and disposed of in the large green and recycling garbage bins which are located in the car park.

Key return:

The hirer must return the keys for the Kitchen between 9.30am – 4pm to the Maleny Visitors Information Centre, Shop 2, Maleny Community Centre, 23 Maple Street, Maleny - contact telephone (07) 5499 9033. The keys may also be left in the drop off at the Box Office, if the Information Centre is closed

Failure to do so may result in the cost of replacement being charged to the hirer.

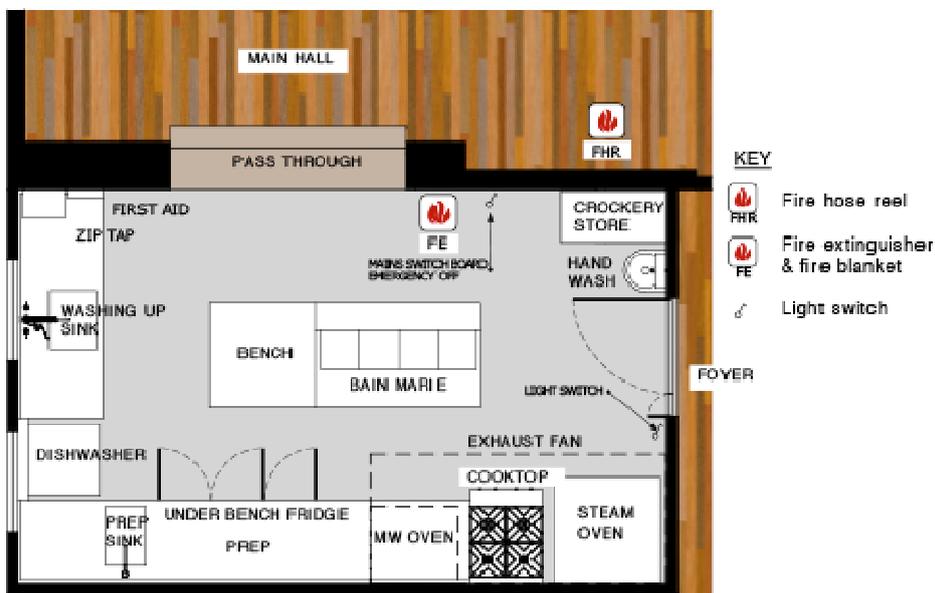
Refer to Departing the Venue Checklist on page 21

Specifications

The kitchen is 5.4m x 3.35m

Its equipment includes –

- Commercial Oven
- Gas Cooktops
- Fridge
- Microwave
- Zip Hotwater System
- Urn
- Bain Marie
- Dishwasher
- Crockery & Cutlery are included in the hiring cost there are 150 Dinner settings
- Exhaust fan (Please turn on when using the oven)
- First Aid Kit is provided
- Fire Extinguisher & Fire Blanket

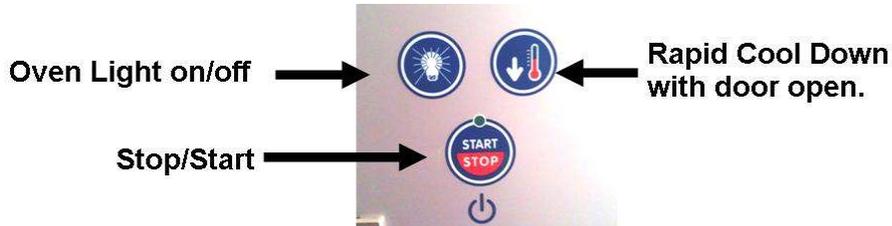


KITCHEN FLOOR PLAN

Blue Seal Oven Instructions For Use

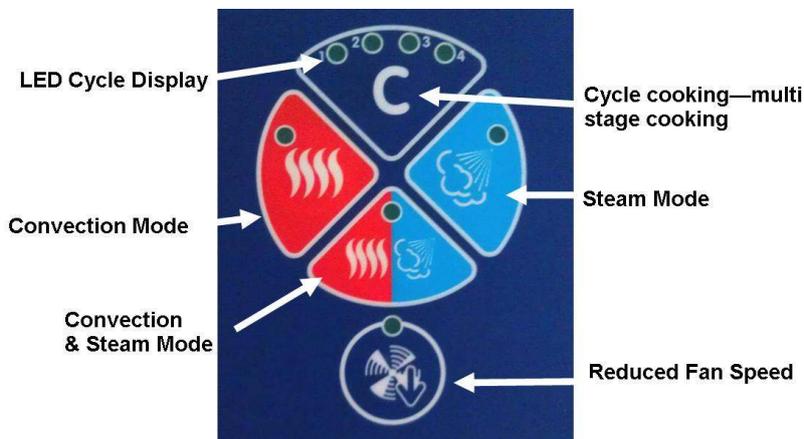
TO SWITCH ON

Press and hold the **START/STOP** button for 3 seconds.



COOKING MODE SELECTION

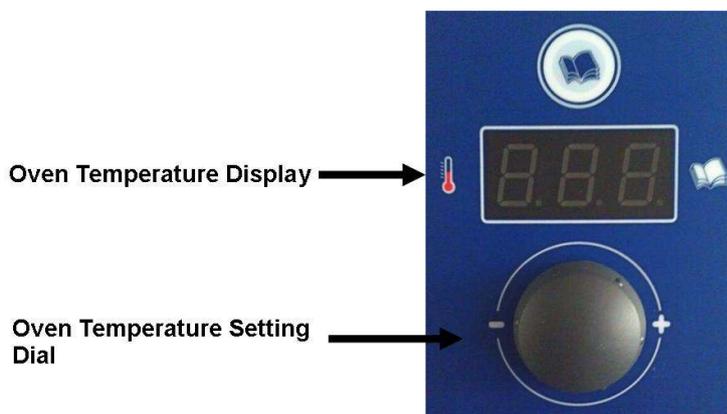
The cooking mode buttons LEDs flash: press the button of the desired cooking mode



The selected cooking mode LED will remain on with a fixed light.

SET THE TEMPERATURE

The temperature display shows a value of 130 degrees c. Turn knob to set the temperature (to the right increases, to the left decreases), which will be shown in the display.

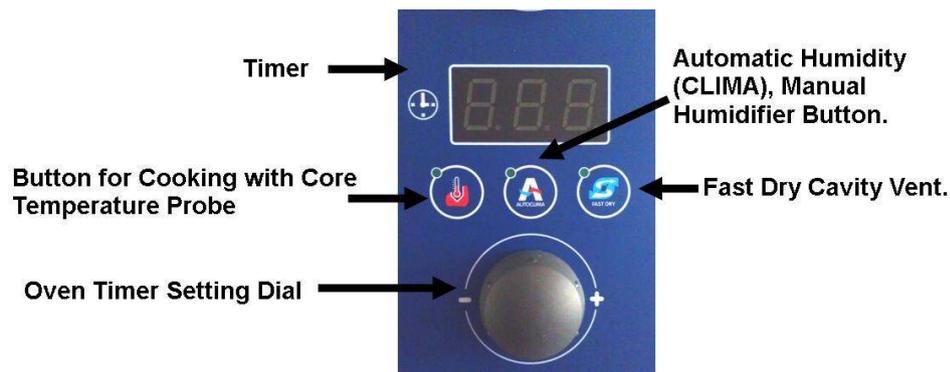


Blue Seal Oven Instructions For Use Cont'd

SET THE TIME

The time display shows [InF]. Turn knob below:

- To the right to set the cooking time
- To the left to set infinite time (InF) i.e. no timer set.



START

Press the start button to start cooking. The LED associated with the key remains permanently alight.

At this point ...

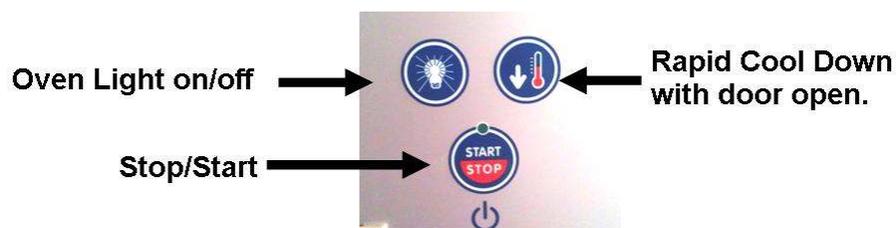
The temperature display indicates the actual oven temperature.

The time display indicates the time remaining to complete cooking.

END OF COOKING

If a cooking time has been entered, a beep will be generated when the time elapses to indicate that cooking has terminated. To stop the signal, open the door.

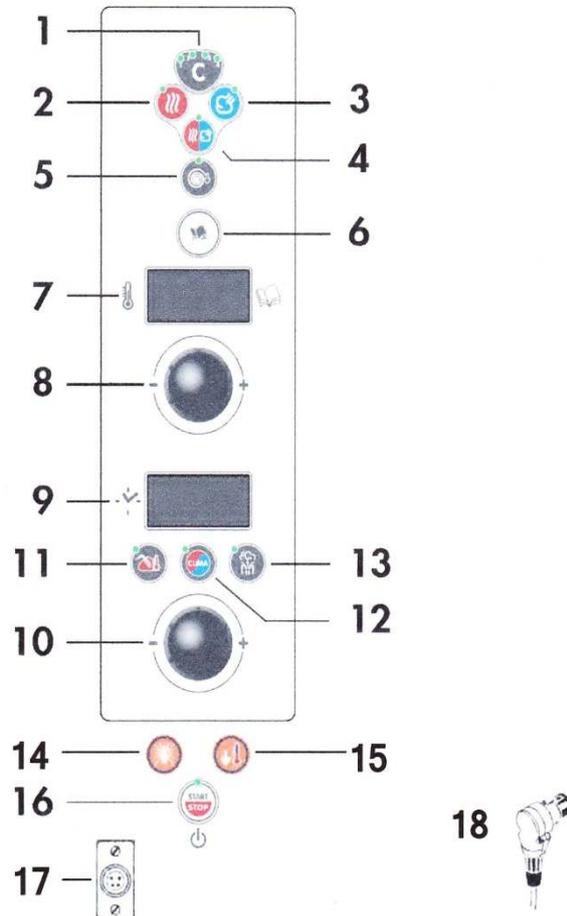
PRESS AND HOLD THE START/STOP BUTTON FOR 3 SECONDS TO TURN OFF.



Please ensure the oven is cleaned (refer to cleaning instructions) the door is left slightly open and the power point is off.

Instructions for Cleaning Blue Seal Oven

VERSION S



- | | |
|---|---|
| 1 - Cooking Cycle Button. | 10 - Knob for Setting / Selecting Time / Core Temperature. |
| 2 - Convection Mode Button. | 11 - Button for Cooking with Core Temperature Probe. |
| 3 - Steam Mode Button. | 12 - Button for Automatic Humidity (CLIMA), Manual Humidifier Button. |
| 4 - Convection / Steam Combi Mode Button. | 13 - Button for Cavity Vent. |
| 5 - Reduced Speed Button. | 14 - Oven Lights Button. |
| 6 - Cooking / Recipes Programs Button. | 15 - Button for Fast Cooling with Door Open. |
| 7 - Display showing Cooking Chamber Temperature and the Program / Recipe. | 16 - Main Switch - Start / Stop Button. |
| 8 - Temperature Setting / Selection Knob. | 17 - Core Temperature Probe Connection. |
| 9 - Display with Cooking Time (remaining / set), Product Core Temperature Display (real / set), Humidity Display. | 18 - Core Temperature Probe. |

CLEANING CYCLES

There are three oven cycles available for cleaning – a Soft Clean, a Hard Clean and a Hard Plus Clean. Usually a soft clean is enough, but a hard clean may be necessary if the oven is particularly dirty.

Turn on exhaust fan (switch is near fire extinguishers).

SOFT CLEAN – takes approx.. 35 minutes

1. Make sure that the Oven is turned on at the wall.
2. Press the Recipes button 6, and the display (7) will show ACC.
3. Turn knob 8 to the left until SPC is displayed and then press the knob quickly – **do not hold down**.
4. Display 7 shows CL
5. Turn the knob 8 to the right until SC message appears.
6. Press key 16 (Start/Stop) to turn on SOFT wash program.
7. At the end of the program, a cyclic beep will sound. Open the door to turn it off.
8. Switch off the appliance by pressing key 16 (Start/Stop) button.

When the oven has cooled down, rinse the inside of the oven again with the shower head.

Wipe the front seal of the oven with a sponge or cloth.

HARD CLEAN – takes approx. 40-45 minutes

1. Make sure that the Oven is turned on at the wall.
2. Press the Recipes button 6, and the display (7) will show ACC.
3. Turn knob 8 to the left until SPC is displayed and then press the knob quickly – **do not hold down**.
4. Display 7 shows CL
5. Turn the knob 8 to the right until HC message appears.
6. Press key 16 (Start/Stop) to turn on HARD wash program.
7. At the end of the program, a cyclic beep will sound. Open the door to turn it off.
8. Switch off the appliance by pressing key 16 (Start/Stop) button.

When the oven has cooled down, rinse the inside of the oven again with the shower head.

Wipe the front seal of the oven with a sponge or cloth.

HARD PLUS CLEAN – used to remove HEAVY dirt.

Takes approx. 50 minutes

1. Make sure that the Oven is turned on at the wall.
2. Press the Recipes button 6, and the display (7) will show ACC.

3. Turn knob 8 to the left until SPC is displayed and then press the knob quickly – **do not hold down**.
4. Display 7 shows CL
5. Turn the knob 8 to the right until HPC message appears.
6. Press key 16 (Start/Stop) to turn on HARD PLUS wash program.
7. At the end of the program, a cyclic beep will sound. Open the door to turn it off.
8. Switch off the appliance by pressing key 16 (Start/Stop) button.

When the oven has cooled down, rinse the inside of the oven again with the shower head.

Wipe the front seal of the oven with a sponge or cloth.

DO NOT USE SCOUR/HARSH MATERIALS

DO NOT OPEN DOORS while cleaning cycle is in progress

NO trays are to be put into the oven during cleaning

ONLY use cleaning product as supplied.

Commercial Equipment: Gas Cooker

Equipment Details

Gas Hotplates

Waldorf 800 Series

Instructions For Use

Lighting Burners

- Select burner required push in and turn corresponding gas control knob anti clockwise to high position
- With gas knob still pushed in manually light the burner using the gas igniter provided
- Release gas control knob approximately 10-20 seconds after lighting.
- Burner should stay alight – if not repeat above stages
- To achieve simmer control, push in gas control knob and rotate between high and low position to achieve temperature required

Note: flame failure is incorporated for each burner which will shut off the gas supply to that burner in the event that the burner goes out, so the un-burnt gas is not expelled.

Turning Off The Burners

- When burner is not required, push in and turn gas control knob clockwise back to the OFF position, Burner will extinguish

Cleaning Instructions

- Clean the hotplates by wiping up all spills with a damp cloth. Do Not use harsh detergents or abrasives.

Commercial Equipment: Skope Fridge

The fridge is located under the bench, please ensure all food is removed at completion and it is left clean.

Commercial Equipment: Dishwasher Machine

Equipment Details

PASSTHROUGH DISHWASHER (M1)

Instructions for Use

1. Fit drain, wash pump filter and scrap trays. Ensure filter and all rectangular trays in base of dishwasher are clean and fitted correctly. Place one cup of washing powder (Custom Care Professional Solution Automatic Dishwasher Powder, located under the bench to the left of the dishwasher – 1 cup does 6 washes) onto the filter plates beneath the rotating spray arms.
2. Lower the door – making sure it is tightly shut
3. Turn machine power switch on - top button blue
4. Power light glows red and machine fills automatically.
5. Wash Ready light glows amber when wash tank is ready.
6. Rinse Ready light glows amber when the machine is up to required temperature
7. Load tray (with dishes scraped and rinsed, place tray into machine and close door to start the machine. Cycle will only start when dishwasher has filled with water at a sufficiently high temperatures.
8. Cycle light glows green during 2 minutes cycle of operation.
9. When Cycle light goes out, cycle is complete.
10. Open door and remove tray.



Cleaning Instructions

It is essential that the machine is drained and cleaned at the end of each day.

After final use: Remove filter plates from area below spray arms. Remove blue stand plug and allow water to drain out. Do not remove circular filter until all water has drained. Replace blue plug by reinserting it firmly but do not force into position. Wash all filters and replace.

One load of washing powder is adequate for 5-6 washing cycles, depending on the state of the dirty dishes. If the dishes are greasy, the water will need to be changed after the cycle and more powder placed in the dishwasher.

Commercial Equipment: Microwave Oven

MICROWAVE OVEN (CM-1900T)

1900 watts

Instructions for Use

One-stage* cooking:

1. Make sure the oven is plugged into a properly earthed electrical outlet and “ON” appears in the display window.
2. Open the door (The oven lamp will be turned on.).
3. Put the food into a suitable container, place it in the centre of the oven and then close the door securely (The oven lamp will go off.).
4. Select the desired power level by pressing the Power Level Selector pad. The selected power level will be displayed in the display window.
5. Set the desired heating time by pressing the NUMBER pads. The selected time is displayed in the display window.
6. Press START/REPEAT button. The oven lamp and cooling fan will be turned on. Heating will start.
7. The time on digital display will count down.
8. When all time is elapsed, the end of cycle Beep. Tone will sound 4 times and all heating will stop.
9. The oven lamp will go off. For 1 min, the display shows ‘0’ and the cooling fan will keep working in order to cool down the interior parts. During the time, the fan will not stop even when you open the door. 1 min later it will stop. Food may be removed from oven whilst the fan is still running.
10. Open the door and take the food out.
11. Close the door. The oven lamp will go off.

*For Multi Stage Cooking please refer to the User Manual for pre-programmed settings.

Cleaning Instructions

1. Unplug the oven from the electrical socket before cleaning
2. Clean the inside of the oven. Wipe up all spills with a damp cloth. Kitchen detergent solution may be used if the oven gets too dirty. Do not use harsh detergents or abrasives. If food remnant or spilled liquids stick to the oven walls or between door seal and door surface, they will absorb microwaves possibly resulting in arcing or sparks.
3. Clean the outside of the oven with soap and water, then dry with a soft cloth.
Caution: Make sure that water does not get into the back ventilation or control panel opening.
When you clean the window of the door, be sure to use a soft cloth after washing with very mild soap and water. Do not use window cleaner as the front door can be scratched by harsh soap or cleaners.



Commercial Equipment: Bain Marie & Food Warmer Machine

Instructions For Use

1. Fill Bain Marie with water to cover the element
2. Turn switch on at front of equipment

Cleaning Instructions

1. Drain after use and clean inside
2. All trays and lids are to be left clean
3. Do not take any trays/lids from the kitchen



Commercial Equipment: Electric Hot Water Urn

Equipment Details

**WOODSON PROFESSIONAL
Bench Top Urn (Model: WHW)**

Instructions for Use

1. Fill the unit with water until it reaches the recommended maximum amount, which is visible through the water level sight glass. Allow for water heating time before use.
2. Regular water level checks should be made to ensure the unit does not run dry.
3. Pull down on the tap lever to start hot water flow.

Cleaning Instructions

1. Always make sure the product is disconnected from the power source and has completely cooled down prior to cleaning.
2. Wipe the external surfaces down with warm soapy water using a damp sponge or cloth.
3. Do not immerse the unit in water or allow the ingress of water into the interior of the machine or any electrical components.



Health & Safety Matters

In adherence to Health and Safety Regulations, the hirer must ensure:

- that they have obtained their own public liability insurance and **have provided a photocopy** of the Certificate of Insurance with their booking form. MCC recommends a minimum limit of A\$5,000,000. Hirers are financially responsible for any injury to persons and damage, theft or loss of property (either personal or MCC owned) resulting while using MCC facilities

The MCC's public liability insurance policy covers its legal liability as property manager for bodily injury to third parties arising out of the MCC's negligence. The MCC's public liability policy **does not** extend to insure the negligence of groups or users who hire the premise on a casual or regular basis

- that they have relevant Permits required (e.g. Food Safety) where applicable
- that they have insured their own equipment and all electrical equipment has been tested and tagged by a licensed qualified electrician. MCC cannot assume responsibility for private property used on MCC premises. Private property can only be used at the owner's risk
- that **smoking** is **NOT** allowed on MCC premises

Emergency Procedures

Fire Safety and Equipment

Fire Hose

There is a fire hose located at the back of the Hall behind the door next to the Opening into the Kitchen

Fire Extinguishers

There are fire extinguishers located in the kitchen and throughout the Hall.

Each group that hires the centre facilities will appoint a person to act as Fire Warden who will be familiar with safety and emergency procedures.

The fire warden or organizer must ensure that easy access to all exits is maintained while using the facilities, with adequate aisle space and not obstructed by any equipment, furniture or people.

The fire warden, MC or organizer must point out fire exits to the gathering before the commencement of group activities in the centre facilities.

In the case of a fire the fire warden is to:

1. call 000 immediately and direct all to leave the building safely and calmly, including from the toilet and storage room areas
2. priority must be the evacuation of all persons – If firefighting equipment is safely accessible, attempts to contain the fire may be made, but at your own risk.
3. report to the MCC Secretary, Ann Koenig on 07 5429 6043 or 0407 138 182 within 48 hours. In an emergency contact the secretary immediately.

Other Incidents

In case of incidents such as major burns/scalds, injuries or accidents:

1. call 000 immediately for urgent assistance
2. or call the:
 - a. After Hours Doctor Service on 13 74 25
 - b. Maleny Hospital on 5420 5000
 - c. Ambulance on 5441 1333
3. report to the MCC Secretary, Ann Koenig on 07 5429 6043 or 0407 138 182 within 48 hours

All safety incidents or accidents are to be reported to the Maleny Community Centre. Please complete a Incident Report Form and return to the office within 48 hours. A form is attached to this manual.

Maleny Community Centre Inc.

Incident Report Form	
Details of Person Involved in the Incident	
Full Name:	
Address:	
Contact Number:	
Email:	
Date of Birth:	Male/Female
Incident Details	
Incident Reported to:	
Date of Incident:	Time:
Date Incident Reported:	Time Incident Reported:
Witness (s) to Incident:	
Location and area where Incident Occurred:	
Description of Incident by Person involved:	
Signature of Person Involved:	Date:
Details of Injury:	
Part of Body Affected e.g. arm, leg, back, eye	
Nature of Injury e.g. laceration, strain, burn	
Details of Treatment Administered: e.g. dressing, ice pack Enter "None, Report Only" if the person is reporting an injury but no treatment is given	
What Happened Next: (a) Resumed duties (b) Was taken to Doctor (c) Ambulance Called (d) Was taken to Hospital (e) Was taken Home (f) Other (Please state)	
Signature of Person to whom the Incident was reported:	
Date:	

Departing the Venue Checklist

The hirer must ensure that:

- all areas have been swept and cleaned
- all hirer equipment has been removed
- all doors and windows are securely locked
- all lights and electrical equipment are turned off including exhaust fan (emergency exit lights remain on)
- all food has been cleared from the kitchen sink & benches, microwave and fridge
- all rubbish has been removed
- the keys have been returned to the morning after hire, or the same day if hire finishes before

4pm.

Conditions of Hire Agreement

Maleny Community Centre Venues & Equipment

This form is to be returned to the MCC Office with the deposit to confirm booking:

I (Name in print) have read, understood and agree to comply with the Maleny Community Centre Conditions of Hire.

Name of Function

Date of Function:

Signed:

Dated:

Please tick appropriate box

Method of Payment:	<input type="checkbox"/>	Cash/cheque to MVIC	
	or	<input type="checkbox"/>	Mail
	or	<input type="checkbox"/>	Direct Deposit

Payments can be made by:*

* Cheque to PO Box 596, Maleny 4552

* Cash or cheque left at the MVIC

* Direct Deposit to Maleny Community Centre

MCU BSB – 704-606

Account Number 200060897

Please use your surname as reference.

Thank you for your interest and booking with Maleny Community Centre Inc.

We wish you all the best in the preparations for your function or event.

Please return to admin@malenycc.org or to PO Box 596, Maleny QLD 4552.

We Value Your Feedback

Please take a moment to let us know if you have any recommendations or suggestions for further information that you would like to see included in this document.

We want this document to be a useful resource for you as a user so your feedback is valuable to us. Please return your completed feedback form:

- with the keys to MVIC, Shop 2, MCC, Maleny
- via post to MCC Secretary at PO Box 596. Maleny Q 4552
- via email to the MCC Secretary at admin@malenycc.org

Thank you for your time,

Maleny Community Centre Inc.

Feedback Form	
Name:	
Contact Number:	
Email:	
Facilities Hired:	
What I liked:	
What I didn't like:	
Changes I would suggest:	