**The Salvation Army**

**Women’s Counselling Centre**

**POLICIES & PROCEDURES MANUAL**

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| Section: | Property |
|  |  |
| Date Created: | October 2009 |
| Date Reviewed: | July 2017 |
| Authority: | Director |

**Kitchen Safety**

**Policy:**

It is the policy of the Women’s Counselling Centre that the kitchen area is to be kept clean, safe and tidy at all times.

**Procedure:**

All staff are responsible for washing, drying and putting away all dishes immediately following use.

For safety reasons, knives are not to be kept on the counter or draining board but rather stored in the drawer equipped with a child proof latch.