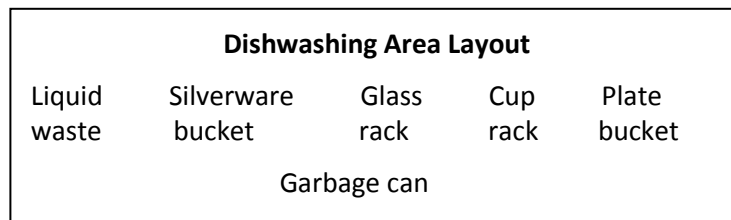


# An Example of a Kitchen Manual

## Kitchen Check List

The *Event Kitchen Manager* must check each item on this list throughout or after the event and must return this checklist to the Church Office within 24 hours following the event.

- \_\_\_ Kitchen staff washes their hands before working in the kitchen, after using the bathroom, and often during preparation and serving.
- \_\_\_ Kitchen staff wears a clean apron at all times.
- \_\_\_ Kitchen staff wears some type of hair restraint such as a hat, bandana, hairnet, hair-tie or other device to keep hair out of the food.
- \_\_\_ Kitchen staff uses disposable gloves when touching ready-to-eat food, mixing food, serving food, or clearing tables.
- \_\_\_ Kitchen staff stores coats, purses and other belongings away from food preparation areas.
- \_\_\_ Kitchen staff does not eat or drink in food preparation areas.
- \_\_\_ Sanitize kitchen counters and tables before the group begins to cook, and again before the group leaves the kitchen area. In like manner, sanitize dining tables before setting the table and again after clearing the table. Kitchen staff use a cart or tray to carry dirty dishes to the dishwashing area.
- \_\_\_ Hold clean or filled cups and glasses by the sides or handles rather than by putting fingers into or on rim of the containers.
- \_\_\_ Scrape and empty plates, cups and glasses in the dishwashing area, and not at dining tables.



- \_\_\_ Do not leave food leftovers on kitchen counters, or in cupboards, refrigerators or freezers.
- \_\_\_ Wash all dishes, utensils, pots and pitchers, trays and cookware in the dishwasher.
- \_\_\_ Hand wash encrusted pans and utensils and then wash them in the dishwasher.
- \_\_\_ Hand wash coffee maker and coffee ground holder. Tip upside-down for storage. Putting the coffee makers through the dishwasher will ruin the computer chip inside the coffee maker.

- \_\_\_ Hand wash food thermometers and replace in their cases.
- \_\_\_ Black coffee thermos pitchers are dishwasher safe. Remove tops, rinse and wash in dishwasher. Clean pots are stored with tops off.
- \_\_\_ Check all drawers before leaving: handles of utensils and silverware should all face the same direction and be placed in the correct drawers, as marked.
- \_\_\_ Condiments belonging to the group that will be stored on the pantry cupboards must be properly sealed, and labeled with the group name and the date the product was opened. Old and unlabeled foods will be discarded.

**Before your group leaves:**

- \_\_\_ Wipe each refrigerator shelf with baking soda water.
- \_\_\_ Run garbage disposal and clean the catch basket in the dishwasher.
- \_\_\_ Turn dishwasher off, drain all water from the dishwasher, remove food particles from the dishwasher drain, and towel dry all surfaces of the machine and drain boards.
- \_\_\_ Clear pantry counters of leftovers and personal belongings.
- \_\_\_ Clean oven and remove any spills.
- \_\_\_ Wipe stove burners and grill clean. No cleanser on grill, please! It will cause grill surfaces to rust and may leave dangerous residues.
- \_\_\_ Empty and clean drip pans below burners and grill.
- \_\_\_ Clean all surfaces of microwave oven.
- \_\_\_ Make sure a person has been assigned to wash and bleach towels, dish cloths, and aprons and to return them within 24 hours.
- \_\_\_ Wash, dry, neatly fold and replace in the tablecloth closet all tablecloths that have been placed on tables (whether or not people sat at those tables). Assign people to do this and return within 24 hours following the event.
- \_\_\_ Remove all food debris from sinks, wash with cleanser and dry.
- \_\_\_ Complete Kitchen Condition Report to document breakage, pests, equipment problems and supplies needed.
- \_\_\_ All items listed have been checked before leaving

Signature of the *Event Kitchen Manager* \_\_\_\_\_

Date signed \_\_\_\_\_

# Kitchen Condition Report

Name of kitchen used \_\_\_\_\_

Date kitchen used \_\_\_\_\_

Name of group using kitchen \_\_\_\_\_

*Event Kitchen Manager* \_\_\_\_\_

Describe the condition of the kitchen when you arrived for your event.

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Describe any breakage so repairs or replacements can be made.

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Did you notice any insects or pests? If so, please describe.

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Describe any drain that needs attention.....consider leaks or drain flow.

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Describe any oven operation that needs attention.

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Describe any refrigerator or freezer operation that needs attention.

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Describe any other equipment or fixture that needs repair or replacement.

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Place a check by any staple that needs refilling:

\_\_\_ dish soap

\_\_\_ cleanser

\_\_\_ bleach

\_\_\_ gloves

\_\_\_ baking soda

\_\_\_ scrubbies

Other \_\_\_\_\_

Do you have any other comments about the kitchen, its equipment, kitchen standards, or other topics that could be useful to us or to others using the church kitchen?

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# Kitchen Food Safety and Sanitation Standards

## Part 1: Volunteer health and hygiene

Prior to the event, the *Event Kitchen Manager* should instruct all of the kitchen workers for the event to do the following:

- Do not come to work if you are sick with a contagious illness such as influenza (chest cold and fever), have a bad cold or symptoms of a stomach ailment (diarrhea or vomiting), or if you have had diarrhea or vomiting in the past 72 hours. Please call the *Event Kitchen Manager*, if you are ill and cannot attend, or if you are unsure whether you should stay home.
- Dress in layers so you can remain comfortable during your work shift.
- Remember to bring any medications or reading glasses that you may need.
- Come to work in the kitchen wearing clean clothes.
- Bring some kind of hair restraint to wear in the kitchen. This can be a hair net, scarf, cap or hair-tie that will keep hair neatly in place and out of the food.
- If you have long, polished fingernails, consider trimming your nails and removing nail polish. If you come to work with polished nails, you will be required to wear gloves at all times.
- Wear comfortable close-toed shoes. For safety and sanitation reasons, sandals and other open-toed shoes should not be worn by kitchen workers.

## Part 2: Food safety standards

Kitchen food safety standards are based on those in the *USDA Kitchen Companion* booklet given to each *Event Kitchen Manager*. We ask all kitchen workers to remember that safety and sanitation should always come first when making work decisions in the preparation, dishwashing or dining room areas. This will keep food safe and avoid accidents.

Follow the guidelines in the *Kitchen Companion* to:

- Keep food and work areas **clean**.
- Prevent **cross-contamination**.
- **Cook** each food to its appropriate doneness temperature. Use a thermometer.
- **Chill** and **store** food safely.

Please read the *Kitchen Companion* to read about food safety practices in each of these areas. To ensure that the food you prepare and serve in our kitchen is safe, we would like kitchen workers to pay special attention to the following information:

- Always wash hands with soap and warm water for 20 seconds before beginning food preparation, after handling food, or changing from one task to another (e.g., cutting meat to cutting bread) and after using the bathroom.
- Cover hands with a bandage and a clean glove at all times if you have a cut or infection on your hands.
- Wash, rinse and sanitize cutting boards, serving dishes and countertops after preparing each food item and before you go onto the next item.

- After cutting raw food, wash cutting boards, knives, and countertops with hot, soapy water and sanitize them.
- Always use a clean cutting board for food preparation. Use different cutting boards for raw meats (red), veggies (green), and cooked foods (white).
- **Use a food thermometer** according to the instructions found in the thermometer case and in the *Kitchen Companion* on page 18. See page 19 of the *Kitchen Companion* for a safe food temperature chart.
- Serve foods in small containers, using a clean container to refill supplies from the oven, saucepan or refrigerator. Keep hot food hot (140°F or above) and cold food cold (40°F or below).
- Remember the **2 hour rule**. Perishable food should never be left in the temperature *Danger Zone* (between 40°F and 140°F) for more than 2 hours. This includes both hot food and cold food. If it's been more than 2 hours (or 1 hour in temperatures above 90°F) — discard the food.
- Store ready-to-eat food (bread, salad, cake) on the highest shelves in the refrigerator. Store raw meats and poultry on the lowest shelves.
- Before the event, read the information on safe thawing and storage.
- Allow foods to rest after microwave cooking for the recommended time. This will allow food to complete the cooking process.

### Part 3: Kitchen and equipment use, maintenance and cleaning

The *Event Kitchen Manager* is expected to enforce these standards. The *Event Kitchen Manager* should familiarize him/herself with all drawers, cupboards and pantry shelves before using the kitchen, so questions about where utensils are located and where they should be returned can be more easily answered. A checklist is provided for your convenience. Workers can check off items as they work, so kitchen cleanup is more easily directed.

#### Sanitizing Spray

- Put 32 oz. cold water into spray bottle.
- Using the measuring spoon attached to the bleach bottle, measure 1 Tablespoon bleach and mix with the water.
- Rinse the spoon in clean water and re-attach to bleach bottle.
- Effectiveness of spray does not last during long storage; throw away leftover spray before your group leaves.

#### Sanitizing Counters and Tables

- Spray kitchen counter and work surfaces before you begin cooking and again before your group leaves.
- Spray tables before setting, and again before your group leaves.
- Leave counters and tables clean and empty when you leave.

## **Dishwasher**

- Follow the dishwasher instructions posted on the dishwasher.
- Wash all dishes, utensils, pots and pitchers, trays, cutting boards, and cookware in the dishwasher except the following:
  - Hand wash the coffee maker and coffee ground baskets. Tip uncovered pots upside-down for storage.
  - Hand wash food thermometers and replace them in their cases.
- Rinse all items before sending them through the dishwasher.
- Hand wash encrusted pans and utensils before sending them through the dishwasher.
- Black coffee thermos pitchers are dishwasher safe. Remove tops, rinse and wash in dishwasher. Clean pots are stored with tops off.
- Replace dishes, cookware and utensils in their proper drawers and cupboards after **air drying**. Towel drying of dishes and pans is discouraged.
- Turn dishwasher off, drain all water from the dishwasher, remove food particles from the dishwasher drain, and towel dry all surfaces of the machine and drain-boards.

## **Coffee Maker and Thermos Servers**

- Rinse coffee maker urns by hand and tip upside down to air dry. (The computer chip inside the urns will be ruined if they are run through the dishwasher.)
- Hand wash coffee ground baskets and air dry.
- All black coffee thermos servers can be washed in the dishwasher. Store uncovered.

## **Cookware and Utensil Standard**

- Use only the metal or glass containers in the kitchen for cooking. Plastic cannot be sanitized well enough to be included as a cooking utensil.
- Never put plastic in the microwave oven.

## **Dishes, Silverware and Utensils**

- Rinse and machine wash dishes, silverware and utensils.
- Store utensils and silverware in labeled drawers with handles facing in the same direction.
- Do not towel dry.
- All dishes, glasses, and silverware placed on tables need to go through dishwasher.

## **Towels and Dish Cloth**

- Towels, dish cloths, aprons, and pan scrubbers are to be washed, bleached and machine dried at your home or organization and returned within 24 hours of your event.
- Fold towels and aprons neatly and return them to their correct storage drawers.

## Tablecloths

- Wash all tablecloths that have been placed on tables even if the tables were not occupied or tablecloths appear clean. Subjective judgments of cleanliness will leave unsanitary items.
- Cloths should be washed and dried until almost dry. Remove from drier and smooth out wrinkles.
- When dry, return to kitchen and hang in the tablecloth closet (stacking folded tablecloths in cupboard leaves them messy and wrinkled for the next person).
- Return all tablecloths within 24 hours of use.

## Cutting Boards

- Routinely, new cutting boards will be placed in the kitchens.
  - Do not use worn boards with hard-to-clean grooves.
  - Do not use glass cutting boards.
- Wash all cutting boards in dishwasher.
- Prevent cross-contamination by using cutting boards only for the purpose for which they are designated and by washing, rinsing and sanitizing in-between tasks.
- These are the different cutting board colors and their uses:
  - **Green:** fruits and vegetables
  - **Red:** raw meat, poultry or fish (wash & sanitize between foods/tasks)
  - **White or Clear:** cheese, bread, or cooked foods (wash & sanitize between foods/tasks)

## Cleaning of Convection Oven

- Make sure oven is cool.
- Clean stainless steel parts with clean, damp cloth. No cleansers! (Cleansers can scratch and fog glass and remove corrosion resistant finishes.)
- A water and detergent solution can be used if a stronger cleaning solution is needed.

## Oven and Cooking Surfaces

- The *Event Kitchen Manager* must make sure before the event that they know how to operate the burners and oven.
- After surfaces have cooled, clean all surfaces of oven. Remove any spills.
- The burner and grill surfaces should be wiped clean. See the posted directions for cleaning the burners and grill. Do not use water or steel wool or cleansers on the grill surfaces....this will cause the surface to rust.
- There are drip pans below the burners and the grill. The drip pan for the grill is a pull-out pan on the right side of the grill. Make sure they are scrubbed, dry and in place before you leave.



## Cleaning Flat Grill

- Turn grill off and let it cool to the touch.
- Empty the grease trough first. Pour the grease into an old coffee can found under the sink.
- NEVER USE POWDERED CLEANSERS SUCH AS AJAX, COMET, S.O.S., or STEEL WOOL PADS ON THE GRILL.
- Use the plastic scraper found in a labeled can next to the stove to remove food debris. (A metal scraper can nick the surface and lead to rusting.)
- Using paper towels, wipe off debris and grease.
- Continue wiping off all grease and residue until paper towels show no grime.
- Use a damp cloth to wipe grill surface all over.
- Using paper towels thoroughly dry grill area.
- Custodian or appointed staff will clean surface with other appropriate methods.

## Pantry

- Do not prepare food in the food storage area.
- Remove all food, clothing and personal items before you leave unless you use the kitchen often and have permission to leave non-perishable items.
- Food items belonging to the group that will be stored on the pantry cupboards must be properly sealed, and labeled with the group name and the date the product was opened. Old and unlabeled foods will be discarded.
- Wipe top of washer and dryer before leaving.
- The brown table stored by dryer can be used for collecting used dishes. Place under the service window in serving area.

## Refrigerator

- If your group has permission to store food in the refrigerator, it must be labeled with your group name and date of use. Old and unlabeled foods will be discarded.
- All other food must be removed from the kitchen before your group leaves. Any food left behind will be thrown away.
- Clean any spills and each shelf of the refrigerator that you used with baking soda water before leaving. (Check for spills on other containers and the floor of the refrigerator.)
- If it is difficult to clean the spills or remove any odor, be sure to mention this on the *Kitchen Condition Report*.
- Leave the thermometers in the refrigerators. They should register 41°F or below. It is unsafe to store food in the refrigerator if there is a higher thermometer reading.
- It takes 24 hours for a refrigerator or freezer to get to the correct temperature after having been turned off. Be mindful of this when preparing or storing food.

## Freezers

- Remove all leftover food from the freezers when you are finished with your event.
- Clean any spills before leaving. It is best to remove spills immediately with a dry-damp cloth.
- Leave thermometers in the freezers. They should register 0°F or below.
- If it is difficult to clean the spills or remove any odor, be sure to mention this on the *Kitchen Condition Report*.

## Leftovers in General

- Remove or discard all leftover food, condiments, coffee, and other beverages. Do not leave food with a “Free” sign. Leftovers can become spoiled and may attract pests.
- Large quantities of leftover food can be donated to \_\_\_\_\_.
- Remove all leftover paper plates or napkins, or plastic tableware, or label them, and leave them in clean plastic bags in the pantry, if you have permission to store dry goods.

## Microwave Oven

- Clean all sides of the inside of the oven.
- Wash, rinse, sanitize and dry oven turntable.

## Garbage Disposals and Sinks

There are two garbage disposals: one at the dishwasher and one in the island. Before leaving your event, run each disposal using the process below.

- Drain water from sink.
- Remove any non-food item from sinks before running the disposals, and keep utensils, dish cloths, and hands OUT OF drains.
- Turn cold water on.
- Flip switch (on left hand side of counter).
- Run garbage disposal until all food has been processed and there is a clear whirling sound indicating all food has been processed
- Stop the disposal immediately if there is a clanging, harsh, grinding sound indicating a non-food item or a jam.
- DO NOT PUT HANDS IN THE DRAIN.
- Make a note on the *Kitchen Condition Report* Form so the custodian can safely unplug the disposal.
- Before leaving, wash sinks with cleanser, rinse and dry all sink sides and faucets.