

Kitchen Use Guidelines and Procedures

I. For all Users of the Kitchen: To provide all users of the kitchen with a clean and safe environment and to maintain food safety at all times.

General:

1. Only approved and hechshered foods are allowed in the kitchen
2. All food handlers should wear a hair covering or equivalent
3. Kitchen outer door and windows are closed, unless screened.
4. When kitchen is not in use, all counters should be clear of any items.

Food Preparation... Ensure that:

1. Hot food is stored at 140°F or above and cold food is stored at 40°F or below while awaiting serving
2. Food contact surfaces are washed, rinsed and or sanitized (1 tsp bleach/gallon of water) after use and/or following any kind of operation when contamination may have occurred
3. Stored food is protected and dated
4. Leftover food is covered and dated and discarded after 7 days or sooner
5. Prepared food is re-covered at all times
6. Food is not stored on floor
7. Potentially hazardous food is reheated or cooked long enough to be adequately and completely heated
8. Prepared potentially hazardous foods requiring refrigeration should be rapidly cooled to 45°F or below to prevent spoilage

Refrigeration... Ensure that:

1. Dairy products (milk, cheese, etc.) are properly refrigerated (<40°F)
2. Food and beverages are not stored in ice or water
3. Refrigerator is not crowded
4. Frozen foods are kept below 0°F
5. Temperature of refrigerators and freezers are appropriate

Cleaning... Ensure that:

1. Food/non food contact surfaces of all equipment are cleaned using clean wiping cloths or equivalent and where appropriate sanitizing solution (1 tsp of bleach/gallon of water)
2. Service utensils are cleaned and returned to appropriate storage areas or compartments
3. Dishes and utensils are washed appropriately and returned to storage compartments
4. Oven and stove tops and burner areas are clean
5. Coffee urns are clean
6. All stainless steel surfaces are clean and wiped dry.
7. Floors are swept and mopped after use
8. Dirty linens are placed in receptacle and washed weekly or as needed
9. Cleaning tools are cleaned and returned to proper storage
10. Kitchen sinks cleaned and drained
11. Manually washed dishes, utensils, pots
 - Should be scraped, soaked and pre-flushed

- Washed in a detergent solution having a temperature of at least 120°F
- Sanitize by immersion in a sanitizing solution (1 tsp bleach/gallon of water)

II: Safety:

1. Fire extinguishers: Their locations are identified by signs in the kitchen.
 - a. One is located on the wall by the dishwasher station as you enter the kitchen (on the right side). The other fire extinguisher is located on the wall (left side) as you enter the meat kitchen
 - b. There are also fire extinguishers located in the vents above the stoves. In the dairy kitchen the switch is located on the left side of the oven. In the meat kitchen the switch is located near the fire extinguisher.
2. First Aid Kit is located on the shelf above the dishwasher station
3. Immediately wipe any wet spots or spills on the floor

Kitchen Users Agreement

I have received and read the Guidelines for Kitchen Use and agree to follow these procedures.

Date _____

Name _____

Signature _____