



September 2019

Temple Shalom Kitchen Manual

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PART 1

KITCHEN USE POLICY

The purpose of this manual is to EDUCATE our kitchen users.

Our kitchen users should leave the kitchen in the same or better condition than they found it and give the kitchen their utmost respect and treat it as they would their own.

The Kitchen Oversight Committee (KOC) recognizes that many groups and individuals of our Temple community will use the kitchen for programs, events, holidays, etc. No one group is more important than or takes precedent over another.

These procedures were established for the use of the kitchen to reflect requirements that meet state standards for health and safety. **ALL** kitchen users must follow the guidelines set forth in this manual.

CERTIFIED FOOD MANAGER & FOOD HANDLER INFORMATION

A Certified Food Handler (CFH) must be onsite when food is being prepared. A CFH's role is to assure that health and safety guidelines are followed, as required by the Texas Department of State Health Services. Always direct food safety questions to a Certified Food Handler.

Volunteers assisting the CFH must be properly trained in advance by the CFH in the use of the equipment and in food preparation, safety and storage procedures.

Those who use the kitchen are expected to help clean and maintain the premises and the equipment.

In addition, a Certified Food Manager (CFM) must be onsite whenever there is any food preparation and service. The CFM will oversee that activity and ensure that all requirements pertaining to kitchen check-in and check-out are followed.

Certified Food Handlers and Certified Food Managers must have certifications obtained by a Texas Department of State Health Services approved provider. Copies of certificates will be kept in a folder in the kitchen near the hand-washing sink.

KITCHEN MONITORING

The Kitchen Oversight Committee (KOC) will monitor the kitchen after each use. Should the areas not be organized or cleaned, the most recent user will be asked to reorganize and/or re-clean the area.

Misuse of the kitchen may cause groups or individuals to incur costs to correct the misuse or forfeit their right to use the kitchen in the future. If the monitor observes any infractions, a **dated** documentary photo should be taken and sent to the KOC.

Kitchen users must be respectful of the other groups that use the kitchen. Items that are locked up or labeled in a storage area for a particular group are not to be moved, used, borrowed or disturbed in any way.

All areas and items in the kitchen are marked for their particular use. This includes cabinets, drawers, shelves, workspaces, and equipment. Only use areas and items for their intended and labeled use.

The kitchen will remain locked when not in use (except for the communal beverage and microwave area). Individuals and groups must schedule the time they plan to use the kitchen with the Temple office.

LOG-IN SHEET

All users of the kitchen must sign in on the Kitchen Log-In Sheet (an example follows on page 12). The kitchen manager must provide the identifying information for the particular use and the name of the certified Food Handler and Certified Food Manager under whose certificate the use is being conducted.

CARE OF EQUIPMENT

A folder with the complete use and care instructions for all kitchen equipment is housed in the kitchen near the hand-washing sink.

If and when repairs are needed on any equipment, the Kitchen Oversight Committee must be notified. Please do not attempt to make repairs on your own.

If new items are needed, submit a purchase request to the Kitchen Oversight Committee for approval.

Do not bring or donate home items to the kitchen. They are often inappropriate in design for the safety and health standards for a community kitchen.

Temple-owned utensils and equipment must not be removed from the kitchen.

GUIDELINES FOR KITCHEN USE

To reduce the risk of food-borne illnesses as well as to ensure personal safety and to comply with Texas Department of State Health Services, the following guidelines must be implemented when using the kitchen:

1. Kitchen users must store coats, purses, and other belongings away from food preparation areas.
2. No children under the age of 18 may be in the kitchen unless they are assigned helpers and are under the direct supervision of an adult.
3. Kitchen users must wash their hands before working in the kitchen, after using the bathroom, and often during preparation and serving.
4. Disposable gloves must be worn during all phases of food preparation, including when touching ready-to-eat food, mixing food, serving food, or clearing tables.
5. Hair coverings, including hairnets, caps, or bandanas are required for men and women while in the kitchen. Kitchen workers must wear disposable aprons at all times.
6. Kitchen users must wear closed-toe shoes.
7. 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. After sanitizing, dispose of the remaining solution; it breaks down quickly and loses its effectiveness.
8. Kitchen users must use a cart or tray to carry dirty dishes to the dishwashing area. Scrape and empty plates, cups, and glasses in the dishwashing area, not at dining tables.
9. The dish-cleaning sink (closest to the dishwasher) is for dishwashing only.
10. The food prep sink (closest to the refrigerator) is for food preparation only.
11. The hand washing sinks are for hand washing only. The other sinks may not be used for hand washing.
12. The mop sink (located in the utility closet) is for filling the mop bucket with water and the discharging of the wastewater only.
13. Use the ice scoop, stored in the ice machine tray, at all times for dispensing ice. Return ice scoop to the tray after use. Wash, dry and replace it in the holder when doing the final cleanup. No personal bottles or cups are to be used to scoop ice inside the ice machine.

14. The refrigerator and freezers are available for the activities scheduled in the kitchen. Storage is available up to 48 hours in advance of event.
15. Stainless steel carts are to be used for food service purposes only.
16. All foods prepared for an event must be consumed at the time of the event, distributed among the people using the kitchen, taken home by the event holder, or disposed of.
17. No leftover food items are to be left in the refrigerator, freezer, counters, cupboards, or pantry, unless prior approval is obtained.
18. If prior approval is obtained by a CFM, food can be left in the kitchen if properly wrapped, labeled and stored. It may only stay in the kitchen for 24 hours after which time it will be discarded.
19. Non-perishable items or items with a long shelf life may be stored for a reasonable period of time as long as they have an expiration date on them that has not passed and/or are marked with the date that they were opened.

KITCHEN CLOSING SAFETY CHECKLIST & BREAKAGE (Closing Check-List)

- Each item on the Kitchen Closing Safety Checklist must be completed and checked by the Kitchen Manager before the group leaves the kitchen at the end of the event, verifying that all food handling and cleanup procedures have been followed.
- Kitchen Replenishment of Shared Items: If you notice that a particular shared item is getting low, make a note on the Kitchen Closing Safety Checklist for the benefit of all. The KOC will try to take the guesswork out of providing basic supplies to all of the groups that use the kitchen.
- The CFM overseeing the event must record any damage, abuse, or loss occurring during an event on the Kitchen Closing Safety Checklist.
- Restitution, if necessary, for the damages will be determined by the KOC. Generally, the organization or event group will be charged for the replacement of missing or broken items.

GUIDELINES FOR CLEAN-UP

- All dishes, utensils, pans, and other items are to be cleaned, air dried and put back in the appropriate storage space.
- NOTHING IS TO BE LEFT IN/ON THE SINKS, TABLES, FLOORS, OR

COUNTERS, including decorations.

- Any food spills in refrigerator, freezer, microwave, stove, oven, or warming ovens must be cleaned thoroughly.
- All trash must be properly bagged and placed into an exterior dumpster. No trash may be left in the kitchen or on the outside sidewalk.
- Cardboard boxes must be flattened and placed with appropriate recycling.
- Prior KOC training is required if the dishwasher is to be used.
- Floors must be swept and left dry. Mopping will be done by the Temple maintenance personnel.

VIOLATION OF PROCEDURES

- If the kitchen is left in an unacceptable condition after use by any member, non-member or outside contractor (e.g, caterer), a verbal warning will be issued.
- A second violation will result in a written warning to the person, group or outside contractor.
- A third violation will result in termination of the CFM and/or CFH and/or the person's and/or organization's right to use the kitchen.
- Any costs incurred by the Temple for additional cleaning, maintenance, repair or replacement (due to misuse, not normal wear and tear) will be passed on to the group that made those costs necessary.

PART 2

FOOD SAFETY PROCEDURES

The kitchen food safety standards are aligned with those of the Texas Department of State Health Services. All kitchen users must remember that safety and sanitation should always come first when making decisions in the preparation, cleaning and storage of food. This will keep food safe and avoid accidents and illnesses.

Follow the guidelines in order to:

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

To ensure that the food you prepare and serve is safe, kitchen users must pay special attention to the following points:

- Hair must be pulled back and covered by a hair net, cap, or bandana. This applies to both women and men. Men with beards are required to wear a beard cover.
- Always wash hands with soap and warm water for 20 seconds before putting on gloves and 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.
- Always wear disposable gloves during food preparation and change them when changing tasks, particularly when going from handling raw to cooked products.
- Always remove bracelets and watches before putting on gloves.
- Always cover hands with a bandage and a clean glove 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 a food thermometer according to the instructions found in the thermometer case.
- 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, properly wrapped, on the lowest shelves.
- Before preparing frozen food, read the information on safe thawing and storage.
- Allow foods to rest for the recommended time after microwave cooking. This will allow food to complete the cooking process. Always follow package instructions for microwave cooking.

KITCHEN AND EQUIPMENT USE, MAINTENANCE, AND CLEANING

The CFM is expected to enforce these standards.

The CFM 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.

Sanitizing Spray

- Sanitizing spray should be mixed according to the manufacturer's instructions.
- Effectiveness of spray does not last during long storage; discard 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, pans, pitchers, trays, cutting boards, and cookware in the dishwasher.
- Hand wash the coffee maker and coffee ground baskets. Tip uncovered pots upside-down for storage.

- Hand wash mixers, food processors, can openers and other portable equipment.
- 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.
- Replace dishes, cookware and utensils in their proper drawers and cupboards after air-drying. Towel drying is not permitted as towels are not always sufficiently clean to maintain the sanitization of the items.
- 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.

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.
- 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 the dishwasher.

Cutting Boards

- New cutting boards will be routinely placed in the kitchen. Do not use worn boards with hard-to-clean grooves.
- 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.

Oven and Cooking Surfaces

- The CFM must make sure before the event that he/she knows how to operate the burners and oven. Watch burners; they heat quickly!
- After surfaces have cooled, clean all surfaces of the oven. Remove any spills.
- Use a plastic scraper to remove food debris. A metal scraper can nick the surface and lead to rusting.
- Use paper towels to wipe off debris and grease. Continue wiping off all grease and residue until paper towels show no grime.
- Use warm soapy water on a soft cloth to clean inside the oven, the burners, the flat grill and the grill grates. Vinegar can be added to cloth as needed. Do not use steel wool or abrasive cleansers on any cooking surfaces, as this will cause

the surface to rust.

- Removable parts from the oven and the grill should be washed in the sink, not in the dishwasher.
- There are drip pans below the burners and the grill. The drip pan for the grill is a pullout pan under the grill. This pan should be covered with aluminum foil. Make sure the drip pans are scrubbed, dry and in place before you leave.
- Use paper towels to thoroughly dry cooking surfaces.

Shelving and Walk-Through Pantry

- Do not prepare food in the food storage area.
- Remove all food, clothing and personal items before you leave unless you have permission to leave non-perishable items.
- Food items belonging to the group that will be stored on the pantry shelves must be properly sealed, and labeled with the group name and the date the product was opened. Old, open and unlabeled foods will be discarded.

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, open 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 discarded.
- Clean any spills and each shelf of the refrigerator that you used before leaving. Check for spills on other containers and the floor of refrigerator.
- Leave the thermometers in the refrigerators. They should register 40°F or below. It is unsafe to store food in the refrigerator if there is a higher thermometer reading. Be sure to mention this on the Kitchen Closing Safety Checklist if there is a problem.
- 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 or damp cloth.
- Leave thermometers in the freezers. They should register 0°F or below.

Leftovers in General

- Remove or discard all perishable leftover food, condiments, coffee, and other beverages from your event. Do not leave food with a "Free" sign. Leftovers can spoil and may attract pests.
- Remove all leftover paper plates or napkins, or plastic tableware, OR label them

and leave them in clean plastic bags in the pantry.

Microwave Oven

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

Sinks

- Do not release water from one tub until the other tub is empty, or the drain will overflow.
- Do not leave water running into the sink as you rinse.
- Before leaving, wash sinks with cleanser, rinse, and dry all sink sides and faucets.

Thanks for your cooperation in assuming responsibility for the use, safety and sanitation of our kitchen!
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PART 3

WHAT TO RECYCLE

PAPER

YES:

office paper (white and color), folders, newspapers (not in plastic bags, no string) magazines, catalogs, phone books, paper board, soft-cover books (or hard covers removed), junk mail, pizza boxes (food and waxed paper removed), corrugated cardboard made flat, boxboard (shoeboxes, cereal boxes, unwaxed food boxes), paper coffee cups (no plastic lids), paper towel roll cores

NO:

napkins, tissue paper, paper towels, waxed paper, waxed or waterproofed cardboard, any paper contaminated with food

PLASTICS

YES:

containers numbered 1,2,3,4,5,6 or 7

NO:

plastic bags or food-contaminated containers

GLASS

YES:

clean bottles and jars (rinse and remove caps and lids)

NO:

plate glass or window glass, mirror glass, ovenware (pyrex), drinking glasses, crystal, ceramic, light bulbs

METAL

YES:

aluminum cans or other metal cans (rinsed)

NO:

metals that are not associated with food packaging (e.g. pipes, plate, tools or appliances)

OTHER NON-RECYCLABLES

NO:

petroleum containers, paint containers, building materials, yard waste, wire hangers, flower pots, anything food contaminated

NOTE: WE HAVE SINGLE STREAM RECYCLING. THERE IS NO NEED TO SEPARATE MATERIALS. DO NOT BAG ITEMS TO BE RECYCLED IN PLASTIC BAGS. PLACE LOOSE ITEMS IN BLUE TOTES.

PART 4

Temple Shalom Dallas KITCHEN LOG-IN SHEET

Each person using the kitchen must sign in on the chart below. The Event Coordinator must provide the identifying information of the particular use and name of the Certified Food Handler under whose certificate the use is being conducted.

Name of Group or Function _____

Date of Use _____ Time of Use (Start) _____ (End) _____

Person in Charge of Event _____

Number of Persons Being Served at this Event _____

Name of Certified Food Handler _____ Certificate # _____

Name of Certified Food Manager _____ Certificate # _____

Names of Kitchen Workers and Servers:

- | | |
|-----------|-----------|
| 1. _____ | 11. _____ |
| 2. _____ | 12. _____ |
| 3. _____ | 13. _____ |
| 4. _____ | 14. _____ |
| 5. _____ | 15. _____ |
| 6. _____ | 16. _____ |
| 7. _____ | 17. _____ |
| 8. _____ | 18. _____ |
| 9. _____ | 19. _____ |
| 10. _____ | 20. _____ |

The person in charge named above is responsible for seeing that this completed form is turned in to the Temple Office within one day of the event. The completed form, "Safety Checklist" must accompany this log-in sheet.

PART 5

Temple Shalom Dallas KITCHEN CLOSING SAFETY CHECKLIST

Safety Checklist	Done	N/A
All lights in kitchen turned off		
Trash and recyclables placed outside in proper receptacles		
Approved food stored and labeled properly		
Refrigerators, freezers and ovens cleaned, doors closed securely		
Range burners turned off, cleaned and pilot lights operating		
Under-burner range grease trays clean		
Lights and fans (including range hood fan) turned off		
Dishwashers clean, empty and turned off		
Cabinets closed and locked if appropriate		
All surfaces and sinks cleaned and sanitized with sanitizing product provided		
Used kitchen linens collected		
Floor swept, spills cleaned		

If any conditions of systems in the kitchen found to be unsatisfactory before your use, please list them in the space below:

Please report below any accidents or mishaps that may have occurred during your use of the kitchen and what was done to respond to the incident:

Signature of person submitting this form:

Part 6

KITCHEN CLEANING CHECKLIST

After Each Kitchen Use

- Brush the grill.
- Put all cleaning rags in dirty laundry.
- Wash and sanitize all surfaces (cutting boards, reach-in, line, prep tables).
- Cover all bins in a reach-in cooler with plastic wrap.

As Needed/Used

- Change foil linings of grill, range, and flattops.
- Wash the can opener.

Monthly

- Calibrate ovens.
- Calibrate thermometers.
- Restock first aid kit.
- Update material safety data sheets, which outline how to safely use any chemicals in your restaurant.

Staff – Weekly

- Sweep kitchen floor.
- Sweep walk-in refrigerator.
- Empty reach-in coolers and wash and sanitize them.
- Clean coffee machine.

Staff – As Needed

- Clean out grease traps.
- De-lime sinks and faucets.
- Clean the ovens. Be sure to follow the manufacturer's instructions.
- Wash behind the hotline (oven, stove, fryers) to cut down on grease build up, which is a major fire hazard.
- Clean freezers.
- Empty and sanitize the ice machine.
- Wash walls and ceilings.

- Wipe down the dry storage area.
- Run hood filters through the dishwasher (as often as determined necessary by maintenance).
- Use drain cleaners on floor drains.

Staff – Annually

Most items require the help of a professional.

- Check fire suppression system.
- Check the fire extinguishers twice a year.
- Clean the hoods twice a year. Use a professional company that specializes in hood cleaning rather than doing the job yourself (very messy and time-consuming).
- Clean the pilot lights on any gas kitchen equipment (Be sure to follow the manufacturer's instruction).

Implementing each of these schedules will help keep our kitchen safe for staff, volunteers, and outside users. It will prevent possible food contamination and help reduce food spoilage and waste.