

April 15, 2017

Central Presbyterian Church

Kitchen Manual

Part 1...Kitchen Use Policy

Part 2...Food Safety Procedures

Part 3...Recycling

Part 4...Kitchen Log-In Sheet

Part 5...Kitchen Closing Safety Checklist

Part 6...Shared Supplies List (Churchwide Events only)



Part 1

Kitchen Use Policy

The Kitchen Management Committee (KMC) recognizes that many groups and individuals of our church will use the kitchen as a support for their ministries. No one ministry is more important than another.

The procedures established for the use of the kitchen reflect requirements to meet Chester County standards for health and safety and to maintain licensure as a commercial kitchen. It is imperative everyone follow the rules and guidelines.

CERTIFIED FOOD MANAGER INFORMATION

- A Certified Food Handler (CFH) must be available upon request at all times food is being prepared. A CFH's role is to assure that health and safety guidelines of ServSafe¹ are followed, as required by Chester County Board of Health. Always direct food safety questions to a certified food handler.
- Volunteers assisting the CFH or designated leader of the ministry using the kitchen must be properly trained in advance in the use of the equipment and in ServSafe food preparation procedures.
- Those who use the kitchen will be asked to help clean and maintain equipment. During the year times will be set aside for these tasks, and a "work day" will be scheduled around the time of the annual Kitchen Inspection.

¹ ServSafe, a licensed Food Protection Manager Certification Program, was established by the National Restaurant Association for training people in the proper ways to handle food, know the risks to food safety, and to know how to provide the safest environment for food service.

KITCHEN MONITORING

The Kitchen Management Committee (KMC) will monitor the Kitchen and Fellowship Hall 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 or Fellowship Hall may lead to groups or individuals forfeiting their right to use these areas in the future. If you observe any infractions, take a documentary photo, note the date, and notify the KMC.

CHURCH KITCHEN LOG-IN SHEET (Log-In Sheet)

All users of the church kitchen must sign in on the Church Kitchen Log-In Sheet. The activity leader must provide the identifying information for the particular use and the name of the certified food handler under whose certificate the use is being conducted.

CARE OF EQUIPMENT

A Manual with complete use and care instructions for all kitchen equipment is housed in the kitchen near the cookbooks.

A summary version is available in this pamphlet.

- If and when repairs are needed on any equipment, the Kitchen Management Committee must be notified. Please do not attempt to make repairs on your own.
- If purchase of new items is needed, submit a request to the Kitchen Management Committee for approval. Do Not Bring or Donate Home Items to the Church Kitchen. (They are often inappropriate in design for safety and health standards for a commercial kitchen.)
- Church-owned utensils and equipment are not to be removed from the church Kitchen or Fellowship Hall.

GUIDELINES FOR KITCHEN USE

To reduce the risk of a food-borne illness as well as to protect personal safety and comply with Chester County Health Regulations, the following guidelines must be implemented when using the kitchen:

1. Kitchen staff must store coats, purses, and other belongings away from food preparation areas.
2. No children under the **age of 16** may be in the kitchen unless they are assigned helpers and are under the direct supervision of an adult.
3. Kitchen workers 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, caps, or bandanas are required for men and women while in the kitchen. Kitchen staff must wear clean aprons at all times.
6. 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. (Note: users of the kitchen on a Sunday morning, i.e. Café Central and Pancake Breakfasts, are excluded from the need to sanitize the tables after the event because our custodian always does that task on Sunday afternoons.)
7. Kitchen staff 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, and not at dining tables.
8. The 3-compartment cleaning sink (closest to the dishwasher) is for dishwashing only.
9. The 3-compartment food-prep sink (closest to the refrigerator) is for food preparation only.
10. The Mop Sink (located in the Utility Closet) is for filling the mop bucket with water and the discharging of the wastewaters only.
11. Use the ice scoop, stored inside the ice machine, at all times for dispensing ice. Return ice scoop to the inside of the icemaker after use. Wash, dry and replace it in the holder when doing the final clean-up.
12. The use of the refrigerator and freezers are available for the activities scheduled in the kitchen. Storage available up to 48 hours in advance of event.
13. Stainless steel carts are to be used for food service purposes only.
14. **All foods prepared for an event must be consumed at the time of the event, distributed among the people using the kitchen, or taken home by the event holder.**
15. **No leftover food items are to be left in the refrigerator, freezer, counters, cupboards, or pantry, unless prior approval.**

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

- **Each item on the Kitchen Closing Safety Checklist must be completed and checked by the *Activity Leader* before the group leaves the kitchen at the end of its event, verifying that all food handling and clean-up procedures have been followed.**
- **Kitchen Replenishment 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 KMC is trying to take the guesswork out of providing basic supplies to all of the ministries that use the kitchen.
- **The *Activity Leader* 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 KMC. 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, etc. 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 Fellowship Hall 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 in exterior dumpster.
- If dishwasher is to be used, prior KMC training is required.
- **If you wish to donate excess paper products, the KMC will gratefully accept them for use for the next appropriate event. Please place them neatly with the other Shared Supplies.**

VIOLATION OF STANDARDS

If the Kitchen or Fellowship Hall is left in an unacceptable condition after use by any ministry, member, and non-member or non-profit, a verbal warning will be issued.

A second incident will result in a written warning to the person and/or the ministry leader.

A third violation will terminate the person's and/or organization's right to use the kitchen.

Part 2

Food Safety Procedures

The kitchen food safety standards of CPC are aligned with those in the *Kitchen Use Policy Pamphlet*, provided to each *Activity Leader* for kitchen events. We ask all kitchen workers to remember that safety and sanitation should always come first when making work decisions in the preparation, dishwashing, or Fellowship Hall areas. This will keep food safe and avoid accidents.

Follow the guidelines in the *Kitchen Use Policy* 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.

Please read the *Kitchen Use Policy* to learn 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 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 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.

Kitchen and Equipment Use, Maintenance, and Cleaning

The *Activity Leader* is expected to enforce these standards.

The *Activity Leader* 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 easier.

Sanitizing Spray

- Put 32 oz. cold water into spray bottle.
- Using the measuring spoon attached to the bleach bottle, measure 1 Tablespoon of 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; 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 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.
- Replace dishes, cookware and utensils in their proper drawers and cupboards after **air-drying**. Towel drying of dishes & 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.

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.

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 them to kitchen storage area. Be careful that they are not left messy and wrinkled for the next person.
- Return all tablecloths within 24 hours of use.

Towels and Dish Cloths

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

Cutting Boards

- Routinely, new cutting boards will be placed in the kitchen. Do not use worn boards with hard-to-clean grooves. Do not use glass cutting boards.
- 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 *Activity Leader* 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 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, as 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 pullout pan on the right side of the grill. Make sure the pans 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 into a garbage bag when cool.
- NEVER USE POWDERED CLEANSERS SUCH AS AJAX, COMET, S.O.S., or STEEL WOOL PADS ON THE GRILL.
- Use the plastic scraper 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.

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 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 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 before leaving. (Check for spills on other containers and the floor of refrigerator.)
- 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. 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-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 become spoiled 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, as a donation to our Shared Supplies.

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 clean condition of our kitchen!**

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 OR WINDOW GLASS, MIRROR GLASS, OVENWARE (Pyrex), DRINKING GLASSES, CRYSTAL, CERAMIC, LIGHT BULBS

METAL

YES

ALUMINUM OR OTHER METAL CANS (rinsed)

NO

METALS THAT ARE NOT ASSOCIATED WITH FOOD PACKAGING (e.g. pipes, plate, tools or appliances)

OTHER NON-RECYLABLES

PETROLEUM CONTAINERS, PAINT CONTAINERS, BUILDING MATERIALS, YARD WASTE, WIRE HANGERS, FLOWER POTS, ANYTHING FOOD CONTAMINATED.

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

Part 4

Central Presbyterian Church Church Kitchen Log-In Sheet

All users of the church kitchen must sign in on the chart below. The person in charge must provide the identifying information of the particular use and the name of the certified food handler under whose certificate the use is being conducted.

Name of Group or Function _____

Date of Use _____ Times of Use _____ (Start); _____ (End)

Person in Charge of Event _____

Number of Persons Being Served at this Event _____

Name of Certified Food Handler _____; Certificate # _____

Names of Kitchen Workers and Servers:

- | | |
|-----------|-----------|
| 1. _____ | 16. _____ |
| 2. _____ | 17. _____ |
| 3. _____ | 18. _____ |
| 4. _____ | 19. _____ |
| 5. _____ | 20. _____ |
| 6. _____ | 21. _____ |
| 7. _____ | 22. _____ |
| 8. _____ | 23. _____ |
| 9. _____ | 24. _____ |
| 10. _____ | 25. _____ |
| 11. _____ | 26. _____ |
| 12. _____ | 27. _____ |
| 13. _____ | 28. _____ |
| 14. _____ | 29. _____ |
| 15. _____ | 30. _____ |

The person in charged named above is responsible for seeing that this completed form is turned in to the church office within one day of the completed event.

The completed form, "Safety Checklist," must also accompany this log-in sheet.

CPC Trustees

Part 5

Central Presbyterian Church Kitchen Closing Safety Checklist

The person in charge of a kitchen use event must complete this form and submit it to the church office within one day of the event. This form is to accompany the "Church Kitchen Log-In Sheet" for the event.

Safety Checklist	NA	Done
All Doors and Windows Closed, Latched or Locked		
Outside Light Turned Off		
Trash and Recyclables Bagged and/or Placed in Proper Outdoor Receptacles		
Approved Stored Food Properly Labeled		
Refrigerators and Freezers Cleaned; Doors Closed Tightly		
Range Burners Turned Off and Pilot Lights Operating		
Used Linens Collected; To Be Laundered Off-Site and Returned by A Volunteer From the Group		
Lights and Fans (Including Range Hood Fan) Turned Off		
Dishwasher Clean and Turned Off		
Cabinets Closed		
All Surfaces and Sinks, Cleaned And Sanitized With Sanitizing Product Provided		
Under-Burner Range Grease Trays Clean		
Floor Swept, Spills Cleaned		

If any conditions or systems in the kitchen were found to be unsatisfactory *before* your use, please list them in the space below.

Please report below on 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

SHARED SUPPLIES LIST FOR CHURCHWIDE EVENTS

Kitchen Replenishment Shared Items- If you notice that a particular Shared Item is getting low, make a note on this SHARED SUPPLIES LIST for the benefit of all. The KMC is trying to take the guesswork out of providing basic supplies to all of the ministries that use the kitchen.

General Supplies:

_____ Clear Plastic Cups- 7 oz.- 400
_____ Aluminum Foil-BJ's- 18" x 500'
_____ Plastic Wrap-BJ's- 12"x 3000'
_____ Latex Gloves
_____ Pan Scrubbies
_____ Dish Soap
_____ General Purpose Surface Sanitizer
_____ Bleach

Paper Products:

_____ Coffee Cups- 6 oz.- 400
_____ Plates- 10" - 300
_____ Napkins- 6"- 200

Plastic Silverware:

_____ Spoons- 600
_____ Knives- 600
_____ Forks- 600

Drinks:

_____ Lemonade -1 container- 6 lb. 4 oz.
_____ Iced Tea-Plain/Unsweetened- 1container- 6 lb. 4 oz.
_____ Fruit Punch- 1 container- 6 lb. 4 oz.
_____ Hot Chocolate
_____ Nestle Coffeemate Powdered Creamer- 16 oz.
_____ Tea Bags- 72 bags/box _____ Regular _____ Decaf

Sugar:

_____ Regular
_____ Splenda
_____ Sweet N' Low

Supplies Provided by Dunkin' Donuts

_____ Cups	_____ Individual Creamers
_____ Lids	_____ Equal
_____ Sleeves	_____ Splenda
_____ Stirrers	_____ Sweet N Low
_____ Sugar	_____ Truvia

