

# KITCHEN MANUAL FOR HENRIETTA UNITED CHURCH OF CHRIST

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# Kitchen Management Agreement

NOTE: HUCC considers the person who books the kitchen space to be the *Event Kitchen Manager* and holds that person responsible for completing this Agreement and other required paperwork. The *Event Kitchen Manager* should read the following Agreement, sign it, and return the Agreement to HUCC prior to booking kitchen space.

## 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 HUCC Office within 24/48 hours following the event.

- \_\_\_ Kitchen staff washes their hands before working in the kitchen, after using the bathroom, and often during preparation and serving.
- \_\_\_ Encourage kitchen staff to use 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.
- \_\_\_ Sanitize kitchen counters and tables before the group begins to cook, and again before the group leaves the kitchen area. In like manner, sanitize tables before setting the table and again after clearing the table. (Sanitize with spray of 1 Tablespoon bleach to full spray bottle of water)
- \_\_\_ 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, not at dining tables.
- \_\_\_ Do not leave food leftovers in kitchen.
- \_\_\_ 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 food thermometers.
- \_\_\_ Check all drawers before leaving: handles of utensils and silverware should all face the same direction and be placed in the correct drawers.

**Before group leaves (as applicable):**

- \_\_\_ Wipe each refrigerator shelf.
- \_\_\_ Turn dishwasher off and remove food particles from the dishwasher drain.
- \_\_\_ Clear counters of leftovers and personal belongings.
- \_\_\_ Clean oven and remove any spills.
- \_\_\_ Wipe stove burners and grill clean. No cleanser on grill, please!
- \_\_\_ Clean all surfaces of microwave oven.
- \_\_\_ Clean out coffee pots
- \_\_\_ Clean out steam warmers
- \_\_\_ Make sure a person has been assigned to wash dish cloths, and aprons and to return them within 24/48 hours or bring your own.
- \_\_\_ Wash, dry, neatly fold and replace all tablecloths that have been placed on tables (whether or not people sat at those tables). Assign people to do this and return within 24/48 hours following the event OR bring your own.
- \_\_\_ Remove all food debris from all 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

Please return this form to the office (slipping it under the door is fine) before you leave at the end of your event.

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

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

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

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

Describe any breakage so repairs or replacements can be made.

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

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

Describe any oven operation that needs attention:

Describe any refrigerator or freezer operation that needs attention.

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

Place a check by any staple that needs refilling:

\_\_\_ dish soap      \_\_\_ dishwasher detergent      \_\_\_ cleanser

\_\_\_ gloves      \_\_\_ scrubbies      \_\_\_ bleach      \_\_\_ paper towels

other \_\_\_\_\_

Other comments that could be useful to us or to others using the church kitchen?

## 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 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.
- Wear comfortable close-toed shoes. For safety and sanitation reasons, sandals and other open-toes 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. 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 rooms areas. This will keep food safe and avoid accidents.

Follow these guidelines:

- 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 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** if you have a cut or infection.
- Wash, rinse and sanitize cutting boards and countertops after preparing each food 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 & fruits (green)**, **poultry (orange)** and **fish (blue)**.
- Use a food thermometer. 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.
- Allow foods to rest after microwave cooking for the recommended time, This will allow food to complete the cooking process and avoid burns.

### **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 and cupboards before using the kitchen, so questions about where utensils are located and where they should be returned can be more easily answered.

#### **Sanitizing Spray**

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

#### **Sanitizing Counters and Tables**

- Spray kitchen counters 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.
  - Hand wash food thermometers.

- 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 dry.
- Turn dishwasher OFF, remove food particles from the dishwasher drain and drain boards.

### **Coffee Makers**

- Rinse coffee maker urns by hand.
- Hand wash coffee ground baskets and air dry.

### **Cookware and Utensil Standard**

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

### **Dishes, Silverware and Utensils**

- Rinse and machine wash dishes, silverware and utensils.
- Store utensils and silverware in proper drawers with handles facing in the same direction.
- **ALL** dishes, glasses, and silverware placed on tables whether used or not need to go through the dishwasher.

### **Towels and Dish Cloths**

- Towels, dish cloths, aprons, and pan scrubbies are to be washed and dried at your home or organization and returned within 24/48 hours of your event OR bring your own.
- Fold towels and aprons neatly and return them to their correct storage cupboard.

### **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.
- Tablecloths should be washed and dried.
- Return tablecloths to the kitchen and placed in proper drawer. Return all tablecloths within 24/48 hours of use OR bring your own.

### **Cutting Boards**

- Do not use glass cutting boards – they dull knives.
- 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:

Blue – Fish

Orange – Poultry

Red – Meat

Green – Fruit and Veggies

White – cheese, bread, or cooked foods (wash & sanitize between foods/tasks)

## 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 and stovetop. Remove any spills.
- The burner surfaces should be wiped clean,
- There is a drip pan beside the grill, pull-off the pan to clean. Make sure it is 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 old can/jar found under sink area.
- NEVER USE POWDERED CLEANSERS SUCH AS AJAX, COMET, SOS on the grill.
- Using paper towels, wipe off debris and grease.
- Continue wiping off all grease and residue until paper towels show no grime.
  - Using paper towels thoroughly dry grill area.
- Appointed staff will clean surface with other appropriate methods.

## Refrigerator

- All food must be removed from the kitchen before your group leaves. Any food left behind will be thrown away.
- Clean any spills in the refrigerator. Clean with soapy 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 thermometer in the refrigerator. It should register 41°F or below. It is unsafe to store food in the refrigerator if there is a higher thermometer reading.

## Freezer

- Remove all your leftover food from the freezer when you are finished with your event.
- Clean any spills before leaving. It is best to remove spills immediately with a dry cloth.
- Leave thermometer in the freezer, it should register 0°F or below.
- 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.
- Remove all leftover paper plates, napkins and plastic tableware

### **Microwave Oven**

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

### **Sinks**

- Before leaving, wash both sinks with cleanser, rinse and dry all sink sides and faucets.

**REMOVE ALL TRASH FROM THE BUILDING. EITHER PLACE IN DUMPSTER OR TAKE HOME!**

revised 6/15  
by L. Winters