

# **ST. THOMAS' COMMUNITY KITCHEN**

## ***GUIDE FOR QUALIFIED KITCHEN WORKERS***

St. Thomas' welcomes all qualified users to our kitchen. These rules and guidelines reflect public health and fire department regulations and must be followed, or you/your group may lose kitchen privileges.

Every user group must have at least one kitchen worker who has been trained by St. Thomas' and agrees to be a Kitchen Supervisor for the user group. A trained Kitchen Supervisor must be present every time the user group uses the kitchen. The Kitchen Supervisor shall be responsible for proper kitchen use and must complete a Kitchen Supervisor's Report and Checklist at the end of each event, see Appendix 1.

Kitchen Supervisors and users are urged to consult the St. Thomas' Parish Homepage for updates to this Guide last approved Aug. 14, 2017.

### **OBJECTIVES OF GUIDE:**

1. to introduce and to familiarize users through training and demonstration of safe and efficient kitchen practices for using the kitchen and the equipment.
2. to provide all users with operating references for all equipment.

Copies of all operating manuals are available at the Church Office.

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## **FOOD SAFETY**

## *"HOT" SPOTS OR UNSAFE PLACES*

A kitchen can be a dangerous place. Care and attention must be paid to "hot spots" or unsafe places, for example, wet floors around sinks and the dishwasher/sanitizer; steam from opening the door of the dishwasher/sanitizer; chemicals stored in cupboards; food spills; open oven doors; hot pots and pans; and, open flame from the stove burners. Users are advised to take all necessary precautions to avoid contact with hot slippery items and to use proper and appropriate protective gear at all times. Maintain communications with all kitchen users when moving, opening or handling dangerous items.

## *CHEMICALS IN THE KITCHEN*

Chemicals are widely used in the kitchen for cleaning and sanitizing purposes. A chemical test strip is kept to test the strength of the sanitizing solution. A one inch piece of the test strip should be removed and one end dipped into the solution. The colour should be compared to the colour on the test strip container. The colour should always register higher than 1000 parts per million. All chemicals should be retained in the original containers which are clearly marked and labeled. Toxic and poisonous substances required for maintenance of sanitary conditions are kept in a compartment separate from food so as to preclude contamination of any food, working surface or utensil. They are to be used only in such manner and under such conditions that the substances do not contaminate food or cause a health hazard

## *PEST CONTROL*

This kitchen is monitored for pests and vermin such as rodents, bugs, bacteria and fungi. Users are requested not to disturb strips, traps or other devices used to control vermin.

## *HAZARDOUS FOOD REGISTER*

R.R.O. 1990, Reg. 562: Food Premises under the Ontario Health Protection and Promotion Act, R.S.O. 1990, Chapter 7 at section 2 (3)(2) requires "The operator must keep a list of all persons who donate hazardous food for the special event meal and must provide a copy of that list to a public health inspector on request. The list must contain each donor's name, address and telephone number in full. The Regulation defines hazardous food as "hazardous food" means any food that is capable of supporting the growth of pathogenic organisms or the production of the toxins of such organisms". The Hazardous Food Register is a labelled binder located in the cupboard above the most southerly stove This must be completed by the Kitchen Supervisor before submitting the Kitchen Supervisor's Checklist.

## *FOOD STORAGE*

If food, raw or cooked, is intended to be stored in the refrigerators, all packages/containers (appropriate for the intended use) must be plainly and clearly labeled as to contents, ownership and storage date. If food is not clearly labeled and owned it will be discarded.

# HYGIENE AND SANITATION

## *PERSONAL HYGIENE AND SANITATION*

All kitchen workers must always wash their hands for at least 20 seconds before handling food and after handling meat, poultry, eggs, seafood, nose blowing, touching of hair or face or using the washroom. Use the handwashing sink. Turn on the tap before soaping and rinsing and turn off tap with your elbow or the used paper towel. All users are advised to remove rings and other jewelry when working in the kitchen.

## *LOOSE CLOTHING, HEAD COVERINGS AND PLASTIC GLOVES*

No loose hair or loose sleeves in the kitchen. Heads and hair should be covered at all times when working in the kitchen. Hairnets, beard nets, clean caps and scarves should be used. Users should refrain from loose sleeves or flowing scarves when working in the kitchen.

Plastic/neoprene/latex gloves should be used by all food handlers who have hands or fingers with cuts, open sores or hangnails.

## *GENERAL KITCHEN CLEANING AND SANITIZING*

Utensils, multi-service articles, equipment and food contact surfaces must be cleaned and sanitized before and after each use.

## *SANITIZING SINKS AND COUNTERS*

Clean and then sanitize sinks and counter tops, cutting boards and utensils with a mild **bleach solution (5ml/1tsp bleach per 750ml/3 cups water)** before and after food preparation. A spray bottle, appropriately marked, is located under the north sinks.

This bleach solution can be used to wipe down cutting boards, utensils, taps, faucets, refrigerator and cupboards handles, door knobs, stove tops and other kitchen surfaces. Cutlery, pots and pans may be sanitized in the dishwasher/sanitizer before and after use.

# MANAGING IN THE KITCHEN

## *ELECTRICAL OUTLETS*

All electrical outlets can be safely used without concern for tripping the breaker switch at the electrical panel. If any outage is occurs, please report it, using the Supervisor's Report & Checklist.

## *KITCHEN SAFETY*

1. Pick up dropped food and wipe up spills immediately. "On the floor, out the door." There is no "five second rule" in this kitchen
2. Keep flammable items away from sources of heat.
3. Always use dry oven mitts or pot holders to lift hot things.
4. Always use a sharp knife, dull knives may slip.
5. Ask for help when carrying hot items that are too heavy.
6. Alert others in kitchen when oven doors are to be opened.
7. Always state when you are carrying a heavy or hot pot or pan. Use trolleys when possible.
8. Never leave cooking food unattended.
9. Never use electrical equipment near water or with wet hands.
10. Always store chemicals and cleaning supplies in their original containers separate from food.
11. If a knife begins to fall, never try to catch - just step away and let it fall.
12. When checking under a lid of a pot, tip the lid away from you to allow the hot steam to escape
13. Always cut with the knife moving away from your body.
14. Wash knives separately. Never put a knife in an unattended dishwashing sink.
15. Never put metal dishes or utensils in the microwave.

## *POTS AND PANS*

An adequate supply of pots and pans is provided in the kitchen. All such items should be sanitized before and after use. Please ensure that the utensils are returned after air drying to the storage area from whence they came.

## *UTENSILS*

Mixing spoons, knives, salad forks, special utensils are located in appropriately marked drawers. Please ensure that all are returned to appropriate locations after air drying is complete.

## *CLOTHS, TOWELS AND APRONS*

Please do not dry any dishes or cutlery or other kitchen articles with towels but rather air dry the articles when removed from the dishwasher / sanitizer. If anything must be dried, use paper towels. The kitchen supervisor is expected to return clean, articles to the kitchen within 3 days of the event.








## *GREEN KITCHEN*

St. Thomas' is proud of its reputation as a "Green" Church. All users are requested to sort the recycles and use the appropriate recycling bins in the Pantry. Compost containers are provided for compost material. Full compost containers can be emptied in the compost piles east of the driveway.

## *GARBAGE DISPOSAL*

A garbage container (located in the northwest corner of the kitchen) must be used for all non-recyclable waste material - including meat scraps, single sheet plastic wrap, etc. The container should be covered at all times. When full place garbage bag in garbage bin outside kitchen door.







# OPERATING GAS STOVES

	<p>1 Turn on both stove hood fans to prevent over-heating the fire suppression system</p>
	<p>2 Turn the two main electrical switches in the Pantry to ON so the stoves can be used</p>
	<p>3 Reach behind the left stove. Press the middle VALVE RESET button on the lefthand box. A red light will go on. Repeat with the second box on the right. BOTH red lights should be on</p>
	<p>4 Press the clock set button so it stops flashing. This allows you to use the oven. Choose BAKE, BROIL or QUICK BAKE (convection) and set the temperature</p>
	<p>5 To use a burner, turn the burner knob to LITE. The clicking sound is the electric igniter that sparks the flame. No flame? Turn the knob OFF and start again. Still no flame? Turn OFF and use another burner</p>
	<p>6 Once you see a blue flame, turn the knob to the desired temperature number – DON'T LEAVE THE IGNITER CLICKING! This will wear it out and result in an expensive repair</p>
	<p>7 When finished using the stoves, turn the two main electrical switches to OFF. This turns off both power and the gas. Make sure the red lights are off and turn off the hood fans</p>

## SAFETY TIPS

- Never leave a stove burner on and unattended. A boil-over can put the flame out and send gas into the kitchen. Someone MUST be in the kitchen whenever the stove burners are in use
- Flame should be adjusted to fit the pot size. Flame should never be allowed to extend around the sides of the pot

## OPERATING DISHWASHER/SANITIZER

	<p>1 Check detergent and rinse-aid levels in the cabinet to the left of the dishwasher. If low, open a new full bottle and move the hose into it. Push the PRIME button a few times to fill the hose</p>
	<p>2 Turn ON the red dishwasher power button</p> <p>3 The WAIT light will go off when temperature reaches 150°F, in about 20 minutes, and the dishwasher is ready to use</p>
	<p>4 Scrape and rinse dishes thoroughly. Load the dishes onto a rack and place the rack ON the open dishwasher door</p>
	<p>5 SLIDE the rack into the dishwasher. Always SLIDE the rack in to prevent damage to the sprayer</p>
	<p>6 Close the door and hold the green START button for 1 second. Wait until the green IN CYCLE light has turned off. A full cycle takes about 3 minutes</p>
	<p>7 SLIDE the rack out and place rack on drying pads. Caution: dishes will be hot! Tea towels harbor germs – allow the dishes to air-dry</p>
	<p>8 Turn the red power button OFF when finished using the kitchen</p>



## *WASHING LARGER ITEMS*

Where a utensil is so large as to preclude washing and sanitizing by means of the dishwasher/sanitizer, it shall be washed or scrubbed with a detergent solution, rinsed with clean water and, sprayed or rinsed with a chemical sanitizing solution, after 90 seconds of contact rinse with hot water and air dry.

## *STORING DISHES AND KITCHEN WARES*

Ensure that all dishes and kitchen wares are stored in the places that they were found. Most storage areas are marked and labeled. If the original location has been forgotten, please leave the item on a clean prep table and note in the Kitchen Supervisor's Report .

## **OPERATING MICROWAVE AND COFFEE MAKER**

### *MICROWAVE*

Located on the counter top to left of the pass through. It is installed for the convenience of users for small quantity food reheating. Never use metal bowls or plates with metallic paint to reheat food. Clean up any spills.

### *AUTOMATIC COFFEE MAKER AND ELECTRIC KETTLES*

An automatic coffee maker capable of brewing one pot at a time is located to the left of the pass-through. Users are encouraged to use the automatic Bunn maker and the heating element to make and serve coffee rather than the large 70 cup urn. It requires 20 minutes to heat up before use. Users are also encouraged to use the electric kettles to boil water for tea rather than using the gas stove.

## **OPERATING REFRIGERATORS AND FREEZER**

There is 1 fridge, 1 freezer and 1 fridge /freezer

## **SAFETY APPARATUS**

### *FIRE SUPPRESSION SYSTEM*

Each gas stove has a Guardian III wet chemical extinguishing unit installed above it. In the event of a fire evacuate the kitchen, pull the fire alarm, inform other occupants of the parish hall and church and evacuate the building. Let the Guardian III extinguish the range top fire. Wait at least 30 minutes after the cooking fire has been extinguished before approaching the kitchen stoves. Inform the St. Thomas' staff before cleaning -up and await further instructions. All cooking materials in contact with fire suppressant must be discarded.

### *FIRE EXTINGUISHER*

A fire extinguisher is located at the door to the Parish Hall. It can be used for any fires in the kitchen.

### *FIRST AID KIT*

All users are requested to familiarize themselves with the location and the contents of the first aid kit - located in the kitchen. If anyone uses the first aid kit, they are to report the nature of the use and the supplies that need to be replenished using the Kitchen Supervisor's Report & Checklist Form.

## **SECURITY**

### *KITCHEN DOORS*

The Kitchen Supervisor will be issued with a key to the kitchen. Ensure the kitchen doors are locked when closing. Leave the key with the signed Kitchen Supervisor's Report & Checklist.

### *PASS THROUGH*

Ensure the roll up shutter door of the pass through is rolled down and fastened at the bottom corners. The mechanism for winding the door up or down is mounted on the left side of the door. The two fasteners are clearly marked at the bottom left and right of the door.

### *PANTRY DOOR*

Close the Pantry Door when not in use.

### *EXTERNAL DOORS*

The outside doors should be closed and locked when the event is concluded.

## **TROLLEY CARTS**

Ensure they have been cleaned and sanitized before and after use.

## **REFERENCES**

Canadian Partnership for Consumer Food Safety Education - [www.canfightbac.org](http://www.canfightbac.org)

Canada's Food Guide - [www.canadasfoodguide.org](http://www.canadasfoodguide.org)

Hastings and Prince Edward Counties Health Unit - [www.hpechu.on.ca](http://www.hpechu.on.ca)

Food For Thought, Leader's Manual, 2014

Revised Regulations of Ontario 1990, Reg. 562: Food Premises, under the Ontario Health Protection and Promotion Act, R.S.O. 1990, Chapter 7

## **APPENDIX 1**

**KITCHEN SUPERVISOR'S REPORT & CHECKLIST (to be completed at end of event)**

- Garbage can is covered and recyclable items are placed in blue bins.
- All counters, carts, trolleys and sinks are cleared, tidied and sanitized.
- All pots/pans are scraped, cleaned, sanitized, dried and put away.
- All dish towels & dishcloths are collected for washing, drying & return.
- All remaining food has been removed or labelled as to owner and intended use.
- All dishes have been washed, sanitized, air-dried and put away.
- All ovens and burners are off, exhaust fans are turned off. Main switch has been turned off at Electric Panel in Storage Room.
- All stoves are wiped off.
- Water faucets at dishwashing sinks & food preparation sink are off.
- Dishwasher/sanitizer is drained dried and turned off.
- Kitchen floor has been swept and mopped clean as necessary.
- All lights in Parish Hall are off.
- Kitchen Doors, Roll down shutter door and Side door (Parking Lot) are locked and pulled tight.
- First Aid Kit Report completed, use back of this page if necessary.
- Hazardous Food Register completed, if necessary.
- Checklist is signed and left at designated place.

**Kitchen Supervisor's**

**Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Phone number:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**COMMENTS:** \_\_\_\_\_

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**APPENDIX 2**

**KITCHEN SUPERVISOR'S INCOMING CHECKLIST**

- Wash hands – sing Happy Birthday to yourself twice while scrubbing all surfaces of your hands with soap and water.
- Make sure hair is covered with net or hat, put on apron. Long hair should be tied back and beards covered with a beard net
- Turn on the main electrical switches on the electric panel in Pantry so the stoves can be used.
- Check the sanitizer chemicals and turn on dishwasher/sanitizer – depress the ON/OFF power switch to ON
- Status light will be on WAIT for about 20 minutes while the dishwasher/sanitizer fills and heats up to 150F. When the WAIT light turns off, the sanitizer is ready to use.

If using Bunn Coffee Maker, turn it on. It takes 20 minutes to heat up.

- Sanitize all counter surfaces and sinks using bleach solution spray, found under the sinks
- Sanitize any utensils that your group will be using (cutting boards, knives, peelers, bowls, pots & pans, spatulas etc.) by running them through the dishwasher.
- Instruct your group on stove controls, hand washing and hair covering
- Use electric kettles to boil water for tea etc. (avoid using the stove for this). Use the Bunn or drip coffee maker rather than the urn, if possible.
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#### **DISHWASHER/SANITIZER USE:**

- always thoroughly scrape food off and pre-rinse dishes, load rack, open the dishwasher/sanitizer door fully and place the rack onto the open door. There are metal guides to make loading easy.
- then slide the rack into the dishwasher/sanitizer. Make sure your group knows that trying to put the rack directly inside the dishwasher/sanitizer (instead of putting it on the open door and sliding it in) will damage the bottom sprayer and result in an expensive repair.
- close the door.
- press and hold the START button for 1 second. IN CYCLE light will come on.
- keep an eye on the final rinse temperature to make sure it reaches at least 180 degrees F.
- when the IN CYCLE light goes off, the rack can be removed and dishes unloaded. Be careful of the hot steam and hot dishes emerging from the dishwasher/sanitizer.

#### **STOVE USE:**

- there is no pilot light on these stoves, ignition is by electronic igniter.
- turn switches on at the electric panel in Pantry.
- turn on fans above the stoves before igniting.
- depress switches at the back of the stoves (2 black buttons per stove). A red light will come on).
- turn the burner knob to ON to light. You will hear a clicking sound. That is the electric igniter.
- once you see a flame, turn the knob to the desired temperature – DON'T LEAVE THE IGNITER CLICKING. This will wear it out and result in an expensive repair.
- no flame? Turn the burner knob to OFF and start again.
- never leave a stove burner on and unattended. A boil-over can put the flame out. Someone MUST be in the kitchen whenever the stove burners are in use.

#### **GENERAL SAFETY AND HYGIENE**

- If you leave the room, lick your fingers, touch your nose, use the bathroom or otherwise contaminate your hands, wash your hands again.
- THERE IS NO 5 SECOND RULE! On the floor, out the door!
- If you need to taste something, do not reuse the spoon/fork.
- Any food item that has gone out of the kitchen into the Parish Hall must not be reused. e.g. cheese tray, plate of sandwiches, etc. Just because nobody ate it, doesn't mean nobody coughed on it, sneezed on it, picked it up and put it back, tasted it, or dropped it on the floor.
- Heads and hair should be covered at all times when working in the kitchen. Hairnets, beard nets, clean caps and scarves should be used. Users should refrain from loose sleeves or flowing scarves when working in the kitchen.
- Care and attention must be paid to "hot spots" or unsafe places, for example, wet floors around sinks and the dishwasher/sanitizer; steam from opening the door of the dishwasher/sanitizer; chemicals stored in cupboards; food spills; open oven doors; hot pots and pans; and, open flame from the stove burners.
- Users are advised to take all necessary precautions to avoid contact with hot slippery items and to use proper and appropriate protective gear at all times. Maintain communications with all kitchen users when moving, opening or handling dangerous items.