

Level 1 = Complete Coffee and Tea Procedures

1. **Personal Care and Hygiene** All kitchen workers must always wash their hands for at least 20 seconds upon entering the kitchen, before handling food and after handling meat, poultry, eggs, seafood, nose blowing, touching of hair or face or using the washroom. Use the hand washing sink. Turn on the tap before soaping and rinsing off your hands. Turn off the tap with your elbow or the paper towel you used to dry your hands. All users are advised to remove rings and other jewelry when working in the kitchen.
2. **Loose Clothing, Head Coverings** No loose hair or loose sleeves or flowing scarves in the kitchen. Heads and hair should be covered at all times when working in the kitchen. Hairnets(in cupboard above hand washing station), beard nets, clean caps and scarves should be used.
3. **Plastic/neoprene/latex gloves** Should be used by all kitchen workers who have hands or fingers with cuts, open sores or hang nails. (in cupboard above handwashing station)
4. **Hot Spots** Kitchens 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 sanitizer; steam from opening the door of the 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 protective gear at all times. Maintain communications with all kitchen users when moving, opening or handling dangerous items.
5. **Pest Control** The 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.(Protective gloves in drawers left of the ovens)
6. **Sanitize the kitchen working areas:**
All sinks, taps and work surfaces are sprayed with the sanitizing spray bottles, allow contact for 45 seconds, then wipe dry with paper towel
7. **Dish washing and large articles** Utensils, multi-service articles, trollies, equipment and food contact surfaces must be cleaned and sanitized before and after each use. Where a utensil is so large as to preclude washing and sanitizing by means of dishwashing and the sanitizer, it shall be washed and scrubbed with a detergent solution, rinsed with clean water and sprayed or rinsed with a sanitizing solution(same as the counter spray) After 90 seconds of contact, rinse with hot water and air dry.

Specific to the Sunday Coffee routine

8. Purchase a litre of milk and cream($\frac{1}{2}$ and $\frac{1}{2}$)
9. Arrive at 9:45am
10. Wash hands, sanitize sinks and surfaces, turn on **Bunn Coffee maker and Sanitizer.**
(allow 20 min. for the coffee machine and up to 45 min for the sanitizer)
11. Prepare coffee..
Fill 2 stainless steel jugs with water

Put 1 jug of water through the Bunn coffee maker
Prepare 7 large coffee filters with 1/3 cup of FAIR TRADE COFFEE
Put 1 in coffee maker
Prepare 4 WHITE thermos'-rinse and warm with boiling water

12. Prepare tea...

Fill 4 kettles with water and bring to boil

Put out 3 metal tea pots and place 3 tea bags in each

Prepare 5 BLACK thermos'-rinse and warm with boiling water

13. Prepare 2 jugs of water/juice, cover and refrigerate.

14. Set up table in hall (milk/cream/snacks all to be kept covered in the fridge)

15. Sanitize and air dry all the mugs(3 trays), spoons, plates and jugs you will be using

after you receive communion

16. **Immediately** make the coffee. Leave 4min in between making each carafe. Have 3 thermos' filled by the time church is out.

17. **At the SAME TIME** bring the kettles to a boil and make the tea.

18. Put out the milk, cream, cookies, serviettes and sanitized mugs, cups, and spoons.

19. Have the trolley with the bus pan by the kitchen door with garbage beside it.

clean up

20. **Wash**, rinse, sanitize and put away all the dishes

21. **Compost** tea bags(cut them in half) and coffee with the filters. Empty all the compost bins into the composter outside, rinse them and replace the paper towel in the bottom.

22. **Empty**, rinse and drain thermos' upside down on paper towels and then place in the cupboard upside down.

23. **Clean** and sanitize all counters, sinks, trolleys, handles and taps.

24. **SANITIZER** must be turned off. This drains the water out. Please wipe the bottom dry with a clean dish towel, check the filter, and use the towel to keep the door open to finish air drying until the next time it is used.

25. **FOOD STORAGE** If food, raw or cooked, is intended to be stored in the refrigerators, or freezers, 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.

26. **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.

27. **All aprons**, towels and dishcloths that were used, must be taken home by one worker, laundered and returned in 3 days. Please hang quilted pad on rack by back door.

28. **Complete**, if necessary, the **Hazardous Food Registry**. " The operator must keep a list of all persons who donate hazardous food(any food that is capable of supporting the growth of pathogenic organisms or the production of the toxins of such organisms) for the special event meal and must provide a copy of that list to a public health inspector on request." Forms are at the back of the clipboard.

29. **Complete** Kitchen Supervisors form and leave at the bottom of the pile in the back of the clipboard. They will be reviewed weekly and filed in the office.