



## **Kitchen Policy and Procedures**

**Purpose:** The purpose of this document is to establish clear guidelines and procedures for the operation of the kitchen to ensure the safe, efficient, and hygienic preparation and distribution of food.

**Scope:** This policy applies to all staff, volunteers, and visitors who use the kitchen facilities.

### **Responsibilities:**

- **Executive Chef:** Oversees all kitchen operations, ensures compliance with food safety regulations, and manages kitchen staff and volunteers.
- **Kitchen Staff and Volunteers:** Follow all kitchen policies and procedures, maintain cleanliness, and ensure food safety.

### **General Policies:**

#### **1. Food Safety:**

- All food must be stored, prepared, and served in accordance with local health department regulations.
- Perishable items must be stored at appropriate temperatures to prevent spoilage.
- All food handlers must wash their hands thoroughly before and after handling food.
- Use separate cutting boards and utensils for raw and cooked foods to prevent cross-contamination.
- Label and date all prepared foods before storing them.

#### **2. Hygiene and Sanitation:**

- Kitchen surfaces, utensils, and equipment must be cleaned and sanitized regularly.
- Staff and volunteers must wear clean uniforms, aprons, and hairnets or hats.
- No jewelry, except for plain wedding bands, is allowed in the kitchen.
- Fingernails must be kept short and clean. No artificial nails allowed.
- Gloves are required whenever handling ready to serve foods such as salad or sandwiches.
- Handwashing stations must be equipped with soap, paper towels, and hand sanitizer.
- See below for details regarding handwashing.

### **3. Equipment Use:**

- Only trained personnel are allowed to operate kitchen equipment.
- Equipment must be inspected regularly for safety and cleanliness.
- Any malfunctioning equipment must be reported immediately to the Executive Chef.
- Follow manufacturer instructions for the proper use and maintenance of all kitchen equipment.

### **4. Inventory Management:**

- Maintain an accurate inventory of all food and supplies.
- Conduct regular inventory checks and rotate stock to ensure the oldest items are used first.
- Report any shortages or expired items to the Executive Chef.
- Store all food items properly, ensuring they are covered, labeled, and dated.

### **5. Waste Management:**

- Dispose of food waste and garbage in designated bins.
- Recycle materials whenever possible.
- Ensure that waste bins are emptied regularly and kept clean.
- Implement a composting program for organic waste, if feasible.

### **6. Emergency Procedures:**

- Familiarize all staff and volunteers with emergency exits and procedures.
- Keep a first aid kit readily available in the kitchen.
- Report any accidents or injuries immediately to the Executive Chef.
- Conduct regular fire drills and ensure all staff know how to use fire extinguishers.

## **Procedures:**

### **1. Handwashing:**

#### *When to Wash Hands*

1. Before Handling Food
  - Before starting any food preparation or handling.
  - Before putting on gloves for food preparation.
2. During Food Preparation
  - After touching raw meat, poultry, seafood, or their juices.
  - After handling garbage or cleaning.
  - After touching any surface or object that could contaminate hands (e.g., doorknobs, cell phones, money).
  - After using the restroom.
  - After coughing, sneezing, or blowing your nose.
  - After eating, drinking, or smoking.

3. After Food Preparation

- After completing food preparation or handling.
- After removing gloves used during food handling.
- After cleaning and sanitizing food preparation areas.

*How to Wash Hands*

1. Wet Hands

- Use clean, running water (warm or cold) to wet your hands.
- Apply enough soap to cover all hand surfaces.

2. Lather

- Rub your hands together to create a lather, covering all surfaces of the hands and fingers, including the backs of the hands, between fingers, and under fingernails.

3. Scrub

- Scrub your hands for at least 20 seconds. If needed, you can sing the "Happy Birthday" song twice to help time yourself.

4. Rinse

- Rinse your hands thoroughly under clean, running water to remove all soap and lather.

5. Dry

- Use a clean towel or paper towel to dry your hands thoroughly.
- If possible, use a paper towel to turn off the faucet and to open the door when leaving the restroom.

6. Note: hand sanitizer or disinfectant is not a replacement for hand washing, but it may be used after handwashing for further cleanliness.

2. **Opening the Kitchen:**

- Unlock and inspect the kitchen for cleanliness and safety.
- Turn on all necessary equipment and ensure it is functioning properly.
- Check inventory levels and prepare a list of items needed for the day.
- Wash hands thoroughly before beginning any food preparation.

3. **During Operation:**

- Follow all food safety and hygiene practices.
- Monitor food temperatures and ensure they are within safe ranges.
- Keep the kitchen clean and organized at all times.
- Ensure all food is prepared according to standardized recipes and portion sizes.

4. **Closing the Kitchen:**

- Turn off and clean all equipment.
- Store all food items properly and label them with the date.
- Clean and sanitize all surfaces, utensils, and equipment.

- o Take out the trash and recycling.
- o Lock the kitchen and ensure it is secure.

**Training:**

- All kitchen staff and volunteers must complete food safety and hygiene training.
- Regular refresher training sessions will be conducted to ensure compliance with policies and procedures.
- Training records must be maintained and updated regularly.

**Compliance:**

- Failure to comply with these policies and procedures may result in disciplinary action, up to and including termination of employment or volunteer status.
- Regular audits will be conducted to ensure adherence to these policies and procedures.

**Review and Updates:**

- This policy and procedures document will be reviewed annually and updated as necessary to reflect changes in regulations or organizational needs.