



First Congregational
Church of Granby

Safe Kitchen Policy

General

First Congregational Church, United Church of Christ, of Granby maintains a commercial kitchen for usage by internal organizations for the purpose of promoting and supporting the mission of FCC. Additionally outside groups with permission from Trustee's will be able to use this facility under the criteria as defined in this document and THE KITCHEN RENTAL AGREEMENT.

We have taken great efforts to establish guidelines for its use that will serve to keep the Kitchen a healthy environment for all. We recognize that many groups and individuals of our church will use the Kitchen as a support for their ministries. We recognize all ministries are important and all may use the Kitchen to aid in their programs.

Kitchen Scheduling

Kitchen facilities are available to FCC ministries, members and any non-members who agree to abide by the following defined guidelines. Ministry Team events will have priority over private events scheduled by members or non-members.

To schedule use of our facilities, please contact the Church Office to fill out forms necessary to schedule this resource.

Kitchen Policy & Procedure

To avoid any misunderstandings about policy and procedure, the Kitchen will be following the FVHD (Farmington Valley Health District) codes. Following these codes will insure a positive county inspection for certified commercial Kitchens, as well as keeping the Kitchen clean and safe for all.

An informational 3-ring binder kept in the Kitchen will provide Kitchen guidelines, equipment operation instructions, and other information you might need to make your Kitchen experience a positive one. A master copy of the Kitchen Policies & Procedures will kept there as well as to be available in the church office.

Kitchen Manager(KM)

- The KM is responsible for the day-to-day operation of the Kitchen and Cook Hall
- The Kitchen Manager (KM) must possess Qualified Kitchen Operator (QKO) certificate and must be present in the Kitchen at all times food is being prepared. The KM's role is to assure that FVHD health and safety guidelines are followed as required.
- Volunteers assisting the KM in the Kitchen must be properly trained in advance in the use of the equipment and in FVHD food preparation procedures. It is the responsibility of the KM to train and oversee the volunteer staff.
- The KM will also train a limited number of Kitchen Supervisors to relieve the KM as necessary. All Kitchen Supervisors must also hold a FVHD-approved QKO certification.
- The KM or Kitchen Supervisor may supervise their own affiliate or group event.
- All activities requiring use of these areas will be approved by the appropriate Ministry Team Leader in conjunction with the appropriate staff representative. The following areas fall under the supervision of the Kitchen Manager:
- Maintain the sanitation and upkeep of the Kitchen in accordance with the FVHD regulations.

- Maintain perishable and non-perishable food inventory necessary for the proper function and maintenance of the Kitchen.
- Maintain and update current inventory of all food-related equipment in the Kitchen.
- Enforce policies for the Kitchen.
- Train and supervise all personnel utilizing the Kitchen. Maintain a current listing of all food handlers who have been trained and certified to use the Kitchen.
- Coordinate with lay leaders, members and nonmembers regarding food preparation for events.
- Coordinate with Sexton regarding janitorial or maintenance services needed to maintain or repair the Kitchen and Cook Hall.
- Inspect facilities following events to ensure all policies and procedures have been followed and rooms have been left in satisfactory condition.
- Other duties as assigned by the Ministers or Trustees.

Event Classifications

Private Events

Private Events are events whose primary audience is the congregation of First Congregational Church. Specifically, those that are sponsored by either FCC ministries, FCC members, or special events sponsored by individual FCC members or committees. (Food for private events can be prepared outside of the church and brought to the site of the event.)

Examples: small groups, member potlucks, weddings, baby and wedding showers, church picnics, anniversary celebrations. Bake Sales will qualify if it's a temporary event and baked goods are bought for sale.

Open Events

Open Events are events where food is "served for profit" or the event is "open to the public." Food for Open Events is open to the public and not necessarily for the FCC family. For all of these events, food will need to be prepared in a certified, licensed facility if brought in from outside (not prepared in our certified Kitchen). All outside catering companies must provide a date- and event-specific Certificate of Liability Insurance.

Volunteer Food Handler Health and Hygiene

Prior to the event, the Kitchen Manager should instruct all of the Kitchen workers for the event to do 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 Qualified Kitchen Operator, 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.

Care of Equipment

- Manuals with complete use and care instructions for all Kitchen equipment are housed in the Kitchen on the rack above the Freezer.

- If and when repairs are needed on any equipment, the KM 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 KM 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 Cook Hall.
- If you have long, polished fingernails, consider trimming your nails and removing nail polish. If you come to work with polished nails, you will be required to wear gloves at all times.
- Wear comfortable close-toed shoes. For safety and sanitation reasons, sandals and other open-toed shoes may not be worn by Kitchen workers.

Kitchen Condition

The KM will evaluate the condition of the Kitchen and Cook Hall after each use for compliance with these guidelines. Should the areas not be organized or cleaned you will be asked to reorganize and/or re-clean the area (or in the case of non-church sponsored activity you will forfeit your deposit). Misuse of the Kitchen or Cook Hall may lead to a group or individual forfeiting their right to use these areas in the future.

Follow the guidelines in the FVHD's Guidelines for kitchen Use to:

- 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.

Guidelines for Kitchen Use

Kitchen food safety standards are based on those regulations set forth by the FVHD. We ask all Kitchen workers to remember that safety and sanitation should always come first when making work decisions in the preparation, dishwashing or serving areas. This will keep food safe and avoid accidents. Please refer to "Guidelines for Clean Up" following.

Follow the guidelines for Food Safety:

- 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.

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 different cutting boards for raw meats (red), veggies (green), and cooked foods (white).
- Use a food thermometer according to the instructions found in the thermometer case and in the Food Handler's Guide following.
- Serve foods in small containers, using a clean container to refill supplies from the oven, saucepan or refrigerator. Keep hot food hot (135°F or above) and cold food cold (41°F or below).
- Remember the 2 hour rule. Perishable food should never be left in the temperature Danger Zone (between 41°F and 135°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.

To reduce the risk of a food-borne illness as well as to protect personal safety and comply with FVHD regulations, the following guidelines must be followed when using the Kitchen:

- The Kitchen will not be used as a building entrance and exit for general purposes, but only for related activities for a scheduled Kitchen event.
- Only the assigned helpers who are trained are permitted to be in the Kitchen.
- No children under the age of 15 may be in the Kitchen for any reason.
- All assigned authorized helpers must wash their hands in the designated hand washing sinks following the procedures posted above the sink before starting to work.
- Gloves must be worn during all phases of food preparation as well as when arranging ready-to-eat food for serving.
- Hair coverings, caps, or bandanas are required for men and women while in the Kitchen.
- Cut only on cutting boards and not on the stainless steel counter tops. Wash all counter tops and work areas with the sanitizing solution so designated.
- The 3-compartment sink is for Pot Washing only. Instructions are posted above the sink.
- The food prep sink (2-compartment) is for food preparation only.
- The Mop Sink is located in the janitor's closet off the hallway. This location is for filling the mop bucket with water plus approved cleaning product (water and solution are pre-mixed) and the discharging of the wastewaters only.
- The use of the refrigerator and freezer are reserved for the activities scheduled in the Kitchen.
- All stainless steel Kitchen carts and tables are to be used only for food service purposes. These are to be cleaned and sanitized after each service.
- All foods prepared for an event must be either consumed at the time of the event or should be distributed among the people using the Kitchen or taken home by the event holder. No leftover food items are to be left in the refrigerator, freezer, cupboards or shelving. Exception: some leftovers, if properly labeled and within approved time limits, may be labeled and used for Social Hour service, at the discretion of the QKO.

Guidelines for Cleanup

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. Handles of utensils and silverware should all face the same direction. Coffee pots and all their components are to be washed, rinsed, dried,

reassembled and returned to their proper storage after use, according to posted coffee pot instructions. . Sinks, counters, table tops, equipment, etc. must be thoroughly cleaned and sanitized after use.

Sanitizing Spray

- Put 32 oz. cold water into spray bottle.
- Using the measuring spoon attached to the bleach bottle, measure 1 Tablespoon 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; throw away leftover spray before your group leaves.
- Any food spills in refrigerator, freezer, microwave, stove, or ovens must be cleaned thoroughly using the appropriate cleaner and method as described on the cleaning instructions posted on the equipment.
- Floors and under all counters and equipment should be swept clean, mopped, sanitized, buckets washed out, mop heads rinsed, squeezed dry and hung to dry inside the mop bucket and returned to the janitor's closet.
- Empty bucket wastewaters into designated mop sink (down the Hallway) ONLY. Cleaning or rinsing of mops or custodial equipment in any Kitchen sink is against health codes and therefore not permitted.
- All trash must be properly bagged and placed in exterior dumpster.

Important Note: The church's onsite sexton is not responsible for cleaning the Kitchen, including mopping the floor. Groups using the Kitchen should identify the person doing the mopping or the church will hire a person to mop and the fee may be passed on to the group.

User Checklist for Maintaining the Kitchen

- Fans above stove must be turned on when **FRYING** and turned off before leaving.
- Dishes, pots, pans and utensils washed, air dried, and returned to storage position.
- Countertops and sinks washed, sprayed with sanitizer, and air-dried.
- Stovetops washed clean, oven wiped clean (if used).
- Microwave, refrigerator and freezer wiped clean of spills and spatters.
- Leftover foods properly disposed of according to KM's discretion.
- Kitchen floor swept clean and thoroughly mopped.
- Supplies and equipment returned to their proper places.
- All tables and chairs wiped clean.
- Soiled dishcloths and aprons placed in a laundry pail.
- Tables and Chairs are to be stored in closet in Cook Hall as diagram depicts in closet display
- Recyclable and regular waste trashcan bags tied and taken to the separate dumpsters. This is to prevent sour odors and varmint infestation from regular garbage. Dumpsters are located in north parking lot. All empty boxes must be broken down to flats and then placed in recyclables dumpster also in north parking lot.
- Trash cans relined with proper size bags (spares are located at bottom of each trash container).

THIS LIST WILL BE PUBLISHED AND HUNG IN KITCHEN IN A PROMINENT FASHION

