

Commercial Kitchen Policy and Guidelines for Use

STATEMENT OF POLICY

The Grand Jikoni is proud to own and operate its own certified and wonderfully equipped plant based commercial Kitchen. We have taken great efforts to establish guidelines for its use that will serve to keep the Kitchen a healthy and contamination free environment for all. We recognize that many groups and individuals of our community will use the Kitchen as a support for their business venture. We recognize all entrepreneurs are important and all may use the Kitchen to aid in their programs.

From our Covenant of Good Relations:

We members, friends, staff and partners of the Grand Jikoni covenant to treat ourselves and one another with respect. We vow to live our values, to learn, and to serve in ways that are fulfilling and responsible.

We respect and honor ourselves and each other when we:

- listen, speak, and act with integrity and compassion;
- communicate openly without anonymous criticism; and
- express gratitude and appreciation.

The procedures established for the use of the Kitchen reflect requirements to meet New York State Department of Health and Mental Hygiene (DOHMH) standards for health and safety and to maintain licensure as a commercial Kitchen. It is imperative everyone follow the rules and guidelines.

KITCHEN SCHEDULING

The kitchen facility is available to Grand Jikoni members and any non-members who agree to abide by the following guidelines. Long term-committed members will have priority to schedule by other members or non-members.

Members: To schedule use of our facilities, please request at grandjikoni@gmail.com.

KITCHEN USE

To avoid any misunderstandings about policy and procedure, the Kitchen will be following the DOHMH codes. Following these codes will insure a positive State inspection for certified commercial Kitchens, as well as keeping the Kitchen clean and safe for all. Every member and non-member, please refer back to the copy of your signed kitchen license Agreement with the Grand Jikoni.

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 be available in the office.

KITCHEN MANAGER

- The code requires that every food business owner or its manager holds a Food Safety Manager Certificate. We at the Grand Jikoni consider the person in charge of producing the end product (i.e., the chef or the baker, food truck operator, etc.) Kitchen Managers. The Kitchen Manager is responsible for the day-to-day operation of the Kitchen space he/she occupies. The Kitchen Manager reports to the Grand Jikoni.
- The Kitchen Manager (KM) must have a food protection certificate or food handler's license issued by the DOHMH and must be present in the Kitchen **at all times** food is being prepared. The KM's role is to assure that DOHMH health and safety guidelines are followed as required.
- Any food handler assisting the KM in the Kitchen must be properly trained in advance in the use of the equipment and in DOHMH food preparation procedures. It is the responsibility of the KM to train and oversee his or her staff.
- The KM may also train a limited number of Kitchen Supervisors to relieve the KM as necessary. All Kitchen Supervisors must also hold a DOHMH-approved Food Safety Manager certification.
- KM will be responsible for maintaining an updated and current Grand Jikoni-log of all food-related equipment they use in the Kitchen. This report will allow us to maintain a record of the equipment usage for proper and continuous maintenance.
- KM is responsible to train and supervise all personnel utilizing the Kitchen. Maintain a current listing in the Grand Jikoni-log of all food handlers working with the KM at all times who have been trained and certified to use the Kitchen.
- KM is responsible for reporting any janitorial or maintenance services needed to maintain or repair the Kitchen.
- KM is responsible for inspecting the facilities following their use to ensure all policies and procedures have been followed specially those dealing with cleaning.
- KM is responsible for maintaining the sanitation and upkeep of the Kitchen in accordance with the DOHMH regulations and Grand Jikoni guidelines.
- KM is responsible for reporting to the Partners any findings, inappropriate use of equipment by other members, crowding of share space, misconduct from any person, dirty work stations, overtime equipment usage and anything a KM feels must be reported in an effort to maintain a clean and courteous share kitchen.

Open Source

Open Source is a commercial kitchen where a KM would prepare the food for events where food is “served for profit” or the event is “open to the public.” 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 with The Grand Jikoni, The United Grand Chapter Order of the Eastern Star, and Advill Capital listed as additional insureds.

FOOD HANDLER HEALTH AND HYGIENE

Prior to the use of the kitchen, the Kitchen Manager should instruct all of the Kitchen workers for their event to do the following:

- Do not come to the kitchen 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.
- Remember to bring any medications or reading glasses that you may need.
- Come to work in the Kitchen wearing clean clothes.

- All entering the kitchen must wear headwear and hair restraint. This includes a hairnet combined with choice of scarf or cap that will keep hair neatly in place and out of the food.
 - If you have long, polished fingernails, consider trimming your nails and removing nail polish. If you come to the kitchen with polished nails, you will be required to wear gloves at all times. At all times when handling food, all entering the kitchen must wear food grade gloves.
 - Wear comfortable close-toed shoes. For safety and sanitation reasons, sandals and other open-toed shoes may not be worn by Kitchen workers.
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CARE OF EQUIPMENT

- Manuals with complete use and care instructions for all Kitchen equipment are housed in the Kitchen office.
 - If and when repairs are needed on any equipment, the Grand Jikoni partners 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 Partners for consideration.
 - Grand Jikoni-owned belongings, utensils, storage, and equipment are not to be removed from the Kitchen at any time, for any reason.
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KITCHEN EVALUATION

The Partners will evaluate the condition of the Kitchen after each use for compliance with these guidelines. Should the areas not be organized or cleaned in accordance with our standards you will be charged with a cleaning fee and/or will forfeit any deposit. Misuse of the Kitchen may lead to a group or individual forfeiting their right to use the kitchen in the future.

A “Kitchen Use Log” will be filled out by everyone who uses the Kitchen. It is a checklist of procedures to follow in equipment use, cleanup, etc., as described in the Kitchen Policy. Kitchen Use Log sheets are on the information wall. Please sign and return the log to the appropriate area of the Kitchen wall when your time is completed.

GUIDELINES FOR KITCHEN USE

Kitchen food safety standards are based on those regulations set forth by the DOHMH. 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.

Follow the guidelines in the DOHMH’s Food Handler’s Guide to Food Safety 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.

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 vegetables 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 grains/allergens (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 on page 13.
- 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 vegetables on the lowest shelves.
- Before an event, read the information on safe thawing and storage.
- Allow foods to rest after convection oven 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 DOHMH regulations, the following guidelines must be followed when using the Kitchen:

A. 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.

B. Only the assigned helpers who are certified food handlers are permitted to be in the Kitchen.

C. No unsupervised, unregistered children under the age of **18** may be in the Kitchen for any reason.

D. 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.

E. Gloves must be worn during all phases of food preparation as well as when arranging ready-to-eat food for serving.

F. Hair nets as well as under hair coverings, caps, or bandanas are required for men and women while in the Kitchen.

G. Clean aprons, provided by the church's reputable linen service, must be worn at all times, except when using the bathroom. Please see KM for issuance of an apron.

H. Store coats, purses and other belongings away from food preparation areas. Lockers are provided for the use of personal belongings, please bring your own lock. You must remove your lock and belongings after each use of the kitchen.

I. Food Handlers may not eat or drink in the Kitchen. However, tasting and covered water bottles are allowed (“sippy” type – no open containers).

J. 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. Sanitation buckets in red and green are located by the dishwasher, one must be located with the sanitation solution at each station when using the kitchen.

K. The 3-compartment sink is for dishwashing only. Instructions are posted above the sink.

L. Two food prep sinks located in the back wall are for food preparation only.

M. The Mop Sink is located in the janitor’s closet outside. 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.

N. Additional cooling, dry and freezing space is available for rent.

O. All Kitchen carts are to be used only for food service purposes. These are to be cleaned and sanitized after each service.

P. All foods prepared for an event must be either removed from the kitchen or should be distributed among the people using the Kitchen or taken home by the event holder. No leftover (unless otherwise agreed with Partners) food items are to be left in the refrigerator, freezer, cupboards or shelving..

GUIDELINES FOR CLEAN UP

- o 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.

- o Food processor and all its components are to be washed, rinsed, dried, reassembled and returned to their proper storage after use, according to posted instructions.

- o Sinks, counters, table tops, equipment, etc. must be thoroughly cleaned and sanitized after use.

- o Drain oil and refer to fryer cleaning manual for self cleaning mode of deep fryers

- o Any rubber rugs must be lifted off the floor, taken outside and cleaned accordingly.

Sanitizing Spray

- Sanitizer, degreaser and all-purpose cleaner spray bottles are provided.
- Any food spills in refrigerator, freezer, microwave, stove, or ovens must be cleaned thoroughly using the appropriate cleaner and method.
- 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 area.
- Empty bucket wastewaters into designated mop sink 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.
- All compost must be properly bagged and placed in exterior compost receptacle.

Important Note: The Grand Jikoni is not responsible for cleaning the Kitchen, including mopping the floor after use. Groups using the Kitchen should identify the person doing the mopping or the Grand Jikoni will hire a person to mop and the fee may be passed on to the group. The Grand Jikoni will provide a once daily deep cleaning covered in the cleaning fee under your license.

USER CHECKLIST FOR MAINTAINING THE KITCHEN

- Fans above stove must be turned on when cooking and turned off before leaving unless someone is ready to use it afterward.
 - Dishes, pots, pans and utensils washed, dried, and returned to storage position.
 - Countertops and sinks washed, sprayed with sanitizer, and air-dried.
 - Stovetops washed clean, oven wiped clean (if used).
 - Refrigerated room 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.
 - Waste trash cans' bags tied and taken to the dumpsters. This is to prevent sour odors and varmint infestation from regular garbage. Dumpsters are located outside back door of Kitchen. All empty boxes must be broken down to flats and then placed behind the dumpster.
 - Trash cans relined with proper size bags (spares are located at the side of each trash container).
- Designated KM or Supervisor, caterer, or event holder must sign Kitchen Use Log (please see page 18) verifying that all food handling and clean-up procedures have been followed. Kitchen Use Log sheets are on the information wall.
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VIOLATION OF STANDARDS OR BREAKAGE

If the Kitchen is left in an unacceptable condition after use by any KM, member, and non-member or non-profit organization, a verbal warning will be issued by a Partner of the Grand Jikoni. A second incident will result in a written warning to the person and/or lay leader and a scheduled meeting with a Partner of the Grand Jikoni. A third violation will terminate the person's and/or organization's right to use the Kitchen. The Grand Jikoni holds the right to over pass the warning period and terminate immediately if the Partners deem necessary.

Any damage, abuse or loss occurring during the usage of the kitchen must be recorded on an incident report and given to the KM or Supervisor overseeing the event who in turn will forward it to the Partners. Restitution, if necessary for the damages will be determined by the Partners at the Grand Jikoni. Generally, the organization or event group will be charged for the replacement of missing or broken items.

KITCHEN FIRST AID

There is a First Aid Kit located on the wall in the storage room. Incident reports are at same site and should be completed and submitted to the Grand Jikoni office.