

# Larchmont United Methodist Church (LUMC)

## Kitchen usage policies and procedures

### I General

A. Priority of kitchen use is a privilege extended to first LUMC members supporting church wide events, followed by church ministry groups, then church affiliated groups or individual members. The kitchen is also available for use for public events, however they must be sponsored by a LUMC member or approved by Kitchen Committee.

1. Church Events - Primary participants are LUMC members. These are church-wide events (e.g., Spirit Sunday, blessing of the animals) or events sponsored by church ministry groups, church-affiliated groups (e.g., men's or women's group meeting, boy scout function, youth group function) or individual members (e.g., family reunion, receptions)

a. Food prepared in the kitchen should follow Norfolk City Health Code requirements as a guide.

b. Food prepared outside of the church kitchen may be brought into the kitchen to be prepared for serving (e.g., a church-wide pot luck luncheon).

2. Public events-Church member-sponsored events, primarily focused on providing food to non-LUMC members.

a. Food prepared in the kitchen must follow all Norfolk City Health Code requirements.

b. Food prepared outside of the church kitchen may be brought into the kitchen to be prepared for serving (e.g., a church-wide pot luck luncheon).

3. All groups must obtain approval for using the kitchen from the LUMC Board of Trustees. The process is:

a. Request Board approval by filling out the LUMC Kitchen Use Request Form (See Attachment 1. Kitchen Use Request Form. Also available on the LUMC website, [www.larchmontumc.org](http://www.larchmontumc.org))

b. Turn form into church office at least one month prior to the event. The Board considers routine kitchen use requests on the second Tuesday of each month unless of an urgent nature (i.e. Funeral)

c. Requests will be considered based upon availability, expected use, event classification, and mission of the group

B. Kitchen fees are as follows ( Kitchen only, use of any other room is in addition to the fees below) NEST, a church-sponsored ministry, is exempt from these charges

1. Church events

	Use fee	Cleaning/key deposit
Church-wide function	\$0	25 <sup>1</sup>
Church-affiliated	\$0	\$25 <sup>1</sup>
Individual members	\$25	\$25
2. Public events <sup>2</sup>	\$100	\$50

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<sup>1</sup> Fee waived if Kitchen Committee member is present during kitchen use and cleanup.

C. Each person or group approved to use the kitchen will receive instructions from a Certified Kitchen Manager or kitchen committee member on equipment use, food handling safety, and post-event cleaning and sanitizing requirements. There is a check list available for initial startup of event. (For guidance Attachment 2. Kitchen Use Check Sheet)

D. Public events require a Certified Kitchen Manager to open the kitchen. After the event the manager will inspect for cleanliness, and lock the kitchen.

E. The church custodian does not clean the kitchen. Each kitchen user-group is responsible for cleaning and sanitization of the kitchen and equipment in accordance with this document prior to leaving at the end of an event (For guidance

Attachment 3. Kitchen End-of-Use Check Sheet).

F. LUMC re-usable dinnerware is provided. Disposable food-service items will be at the expense of the using group.

G. All LUMC kitchen policies and procedures, safe food-handling information and requirements, based on Norfolk City Health Code, as well as kitchen equipment use are contained in this folder and are available on the LUMC website.

H. Comments regarding quality of experience using kitchen and opportunities to improve are welcome. Please find for this review, Attachment 4.

## II Personal Responsibilities for safe food handling

A. A break in safe food handling is one of the most common ways food is contaminated, increasing the risk of food borne illness. Many of the most common acts of contamination occur when personnel do not follow basic rules. These include

1. **Anyone with symptoms of a communicable disease, such as sneezing, coughing, fever, diarrhea, nausea or sore throat should be excluded from working in the kitchen or serving food.**

B. The most important thing you can do is properly wash your hands (See Attachment) as often as necessary. You must wash hand:

### 1. After

- a. Using the restroom
- b. Touching your clothes
- c. Touching your face, body, or hair
- d. Smoking, eating, drinking, or chewing gum
- e. Taking out the garbage
- f. Using a chemical compound or other type of chemical
- g. Clearing tables or handling dirty dishes
- h. Coughing or sneezing, or using a handkerchief
- i. Touching anything else that could contaminate your hands

2. Before handling clean dishes

3. Before and after handling raw food

### C. Clothing

1. Clothing must be clean.

2. Aprons are an effective way to protect clothing from splashes and spills. Aprons and clothes are not to be used for wiping hands. They are not substituted for either paper or cloth towels.

**D. Hair restraints**

1. Clothing and hair restraints must be designed and worn in a way that will keep all hair (including body hair) from contacting food, clean equipment, utensils, linens, and unwrapped single-use items.
2. Hairnets, baseball caps, ponytail holders, and beard nets are all acceptable means of keeping hair restrained and out of food.
3. Long hair should be pulled back in a restraint.

**E. Jewelry.**

1. The only jewelry allowed on hands and arms is a plain wedding band.
2. All other types of exposed jewelry, including medical alert bracelets are prohibited.

### III. Safe food storage, preparation and service

b. **The Five Risk Factors for Foodborne Illness (Attachment)** provides a summary of risk factors in food storage, preparation, and service.

c. **Potentially hazardous foods**

A. Some foods are more likely to cause a food borne illness than others. These foods are commonly referred to as potentially hazardous foods (time/temperature control for safety or **TCS**). They are generally high in protein, moist, and chemically neutral or only slightly acidic. Some foods are considered potentially hazardous (TCS) because the way they are processed or prepared may make them more likely to become contaminated (e.g., sliced melons, cut leafy greens, raw sprouts)

B. FDA Food identifies the following as potentially hazardous foods

Milk and milk products	Cut tomatoes
Poultry	Tofu
Baked or boiled potatoes	Cooked rice
Shell eggs	Cut leafy greens
Fish	Garlic in oil mixtures
Fresh sprouts and seeds	Cooked beans
Meats-beef, pork, lamb (raw or heat-treated)	Shellfish and crustaceans
Cut melons	Soy-protein foods

**d. Thawing frozen foods**

- A. Frozen foods must never be thawed on counter at room temperature.
- B. There are four approved methods for properly thawing frozen, potentially hazardous food.
  - 1. Thawing as part of the cooking process. The process between thawing and cooking must be uninterrupted, with the product reaching the required minimum internal cooking temperature.
  - 2. Thawing in a microwave. Once thawed, the cooking process can continue in the microwave or the product can be transferred directly to a conventional cooking process. Products being thawed in a microwave must be regularly rotated to ensure even thawing. All microwave thawed food should be cooked immediately
  - 3. Thawing in a refrigerator is the preferred method. This method takes many hours so advanced planning is necessary. Products thawed using this method must be placed in a pan to collect drippings and placed at the proper storage level to avoid cross-contamination (see Attachment H. Keeping Food Safe in Storage for guidance on proper refrigerator storage).
  - 4. Thawing under cool running water. Water should be 70°F or less and must be constantly running and draining away from the product. A prep sink may be designated for this purpose, the use of a colander to keep product above sink surface is preferred. The sink must be properly washed, rinsed, and sanitized, both before and after thawing. The product should be in a food-grade container. Once thawed, the product should be either cooked

immediately or transferred to a refrigerator, stored at the proper storage level to avoid cross-contamination (see Attachment h. Keeping Food Safe in Storage for guidance on proper freezer storage).

- C. Proper cooking temperatures. Minimum internal cooking temperatures for different foods have been established to kill the microorganisms they most commonly harbor.
- D. All internal temperatures must be measured using a stainless steel-probed thermometer (available in kitchen)
- E. Minimum Internal Cooking Temperature Chart is available for review at end of this section.
- F. Specific internal temperature requirements using a stovetop or oven are provided. Essential to remember that temperature control of all food items whether cold or hot is one key to the prevention of food borne illnesses.
- G. Adding raw products to previously-cooked products (e.g., soup, chili) requires:
  - 1. Cooking to an internal temperature of 165°F and the product must be stand, covered, for at least two minutes after cooking.
- H. All food cooked in a microwave including raw meat, poultry, fish, or eggs requires:
  - 1. Cooking to an internal temperature of 165°F and the product must be stand, covered, for at least two minutes after cooking.
- I. All leftover foods must be reheated to a minimum internal temperature of 165°F.

## MINIMUM INTERNAL TEMPERATURE CHART

Food	Internal temperature minimums
Commercially processed products, Steamed/cooked vegetables and fruit	135°F for 15 seconds
whole roasts (beef, pork),	145°F for 4 minutes
Beef steak, veal, lamb, pork, fish, Shell eggs made order <sup>3</sup>	145°F for 15 seconds
Ground meat products of all types Commutated (i.e., mixed) meats, injected meats, mechanically tenderized meats	155°F for 15 seconds
All poultry All stuffed meat products	165°F for 15 seconds

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<sup>3</sup> When using eggs in a sauce that cannot be heated to 145°F, such as hollandaise sauce, use only pasteurized egg products.

e. **Cooling foods for Storage**

- A. Improperly cooled food is one of the most common causes of food borne illness.
- B. The temperature danger zone (most active growth of bacteria) is between 41°F and 135°F.
- C. When cooked food will not be served right away, it must be cooled as quickly as possible. Large containers of hot food placed in a refrigerator serve as incubators for bacteria as the food cools slowly. The presence of hot food often will increase the temperature in the refrigerator to an unsafe temperature. Therefore the following recommendations are provided. The commonly approved method (FDA Model Food Code) involves two stages
1. Cool hot cooked food from 135°F to 70°F within two hours.
  2. Then cool to 41°F or lower in an additional two hours for a total cooling time of six hours.
- D. General rules for increasing cooling rates.
1. Reduce volume or mass by separating products into smaller pieces or containers. Flat, shallow containers with more cooling surface are ideal. Metal containers should be stainless steel.
  2. Leave products at least partially uncovered during cooling.
- E. Common methods for rapid cooling.
1. **Ice baths.** The pot or container of hot product is partially submerged in an ice water solution. A larger pot or clean prep sink can be used for the ice water solution. The product must be stirred regularly and ice should not be deep enough to contaminate food

2. **Cooling wand.** Commercially available product. Particularly effective if used with an ice bath. It is important the ice wand is sanitized before use.
3. Adding ice as an ingredient.

f. **Eight major food allergens.**

- A. The Food Allergen Labeling and Consumer Protection Act (January 1, 2006) requires plain language labeling or verbal disclosure for all foods containing one or more of the following<sup>4</sup>:

Milk and milk products	Eggs
Fish	Soy
Shellfish	Peanuts
Tree nuts	Wheat protein

g. **PREVENTION OF CROSS CONTAMINATION**

- A. **Cross-contamination** is one of the leading causes of food borne illnesses. Generally refers to biological contamination, or essentially contaminating different food items with bacteria or allergens from other foods.
- B. Particularly dangerous when a ready-to-eat food becomes contaminated as that food is not heated.
- C. Essential to prevent cross contamination of food products served to people with life threatening allergies.

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<sup>4</sup> This labeling is not required of foods prepared for a private event. While it is up to each person to inquire about food content, it is prudent to ensure all attendees are made aware if any of the eight major food allergens is being used.

- D. Many episodes of cross contamination can be prevented by proper food storage and handling. (Attachment Keeping Food Safe in Storage)
- E. Careful planning of preparation areas can prevent contamination as well. Decisions such as a vegetable prep area and a meat prep area help to reduce likelihood of contamination.
- F. There are three main types of cross contamination:
1. **Food-to-food** –  
Occurs with raw meat products or other food items harboring pathogens comes into contact with food items that are ready-to-eat or require minimal further preparation. **Direct example**-unwashed vegetables mixed with washed vegetables prior to salad preparation. **Indirect example**- raw chicken in a refrigerator dripping down into rice stored below

## 2. People-to-food

- a. Occurs when people spread contaminants to food.
- b. Prevention
  - i. See Section 2.a. Personal health and hygiene above. Key message **CAREFUL HAND WASHING** is essential to prevention of contamination
  - ii. Bare hands should never come in contact with ready-to-eat foods (i.e., foods which will not be cooked prior to serving, such as salad or cooked meat being plated)
    - 1. Ideally suitable utensils such as deli tissue, spatulas, or tongs should be used in combination with single use gloves. These utensils should be clean and not used in more than one item.
    - 2. When using single use gloves
      - a. Gloves are not a replacement for proper hand washing techniques or good personal hygiene practices.
      - b. Wash hands prior to donning a new pair of disposable gloves.
      - c. Remember single use gloves can become contaminated and should be changed anytime hands would need to be washed.

**IT IS NEVER PERMISSIBLE TO WASH  
GLOVES AND CONTINUE SERVING**

**3. Equipment-to-food**

a. Occurs during food preparation. Equipment is contaminated and food products that come in contact become contaminated as well. Especially dangerous when contaminated food is considered ready-to-eat food.

b. Cutting boards, other work surfaces, knives, and thermometers are common pieces of equipment implicated in cross contamination. Wooden cutting boards are permitted if in good condition without cuts and divots that can harbor bacteria.

c. All food prep surfaces and equipment should be properly cleaned and sanitized between food items. All equipment with removable parts should be broken down and cleaned separately. Sanitizing buckets and clothes should be readily available for all surface cleaning.

**h. Cleaning and sanitizing Food Service Ware, Utensils and Surfaces**

A. Food service ware (dish and utensils) washing using the dishwasher. The dishwasher provides proper cleaning and completes its cycle with a 180°F sanitizing, rinse cycle. (See paragraph 4.f. Dishwasher, below, for specific instructions)

1. Dishwasher -Turn the dishwasher on immediately upon arrival using the small toggle switch on the front bottom panel.

The thermometer will read 180°F when ready to use.

2. Using the dishwasher is a four-step process.

a. Each item must be scraped completely clean of food (this may require pre-soaking). Use the “kitchen use only” trashcan. If not done, dishware and utensils on the lower levels will not clean properly and the dishwasher filter will clog.

b. Place items in the appropriate dishwasher rack. Most have racks specifically designed for their storage.

c. Stack dishwasher racks in the dishwasher (suggested bottom-to-top stacking- flatware, glasses, cups, bowls, dishes as high as the dishwasher space allows).

d. Place 1 tablespoon of dishwasher powder into a depression on the dishwasher door (each depression holds 1 tablespoon if poured to a level not to exceed the door wall).

e. Close the door, push down the handle.

The red cycle light will come on. Each cycle is three minutes. Remove the dish racks at the end of the cycle.

f. Either air-dry items in their dishwasher racks or wipe dry with a clean paper towel.

g. Place used towels in a plastic bag and leave the bag on the triple sink when leaving the kitchen after the event

B. Manual ware washing or hand ware washing. With few exceptions all cookware and dishes available can be washed in the dishwasher. If you decide to use the triple sink be aware that this washing involves five steps. First, each item must be **scraped clean of food** (this may require pre-soaking). Each item is then **hand-washed** in the first sink, using hot, soapy water, **rinsed** in the second sink with hot clean water, dipped into the third sink containing **sanitizing solution** for 15 seconds, and, finally, **allowed to air dry** before being stowed away.

1. CAUTION. **The hot water out of the faucet is 140°F.**

2. The articulated faucet will reach all three sinks.

3. You will hear what appears to be a dripping/leaking sound under the dishwasher. It is the normal sound caused by an air gap in the drain system.

4. **THERE IS NOT A GARBAGE DISPOSAL IN THE SINK SYSTEM**

. Each item must be scraped completely clean of food into either a refuse container or the trash can. (this may require pre-soaking). Use the “kitchen use only” trashcan (it rolls) prior to washing.

5. The high, flexible faucet will work with the normal faucet on (center valve leading to the high, flexible faucet turned toward the sink). To use the high-flexible faucet only, turn on the regular faucet and turn the center valve, leading to the high-flexible faucet, toward the windows.

C. **Procedure for using wash sink:**

1. Fill the wash sink  $\frac{1}{2}$  to  $\frac{3}{4}$  full with hot (as hot as you can stand it) soapy water (normally  $\frac{1}{2}$  to  $\frac{3}{4}$  squirt from the soap bottle)
2. Fill the rinse sink  $\frac{1}{2}$  to  $\frac{3}{4}$  full with hot (as hot as you can stand it) clean water.
3. Fill the sanitizing sink  $\frac{1}{2}$  to  $\frac{3}{4}$  full with hot sanitizing solution (use the glass bottle located on the shelf above the sink to measure 4 oz. of bleach if using 9" of water in the sanitizing sink or 6 oz. of bleach if using 12" in the sanitizing sink. Bleach is under the sink next to the dishwasher.) Sanitizing solution should be changed when it appears to have heavy debris or has been in use over 2 hours.
4. Hand washing items is a five-step process. (to reiterate)
  - a. **Each item must be scraped completely clean of food** (this may require pre-soaking). Use the "kitchen use only" trashcan. This is necessary since there is no garbage disposal. If not done, the sink drain will clog!
  - b. Hand-wash each item in the first sink, using hot, soapy water.
  - c. Rinse in the second sink with hot clean water.
  - d. Dip into the third sink containing sanitizing solution for 15 seconds or wet using the sanitizer spray bottle
  - e. Allow to air dry before stowing away. If you are going to reuse the item, dry with a clean towel.
  - f. Place used towels in a plastic bag and leave the bag on the triple sink when leaving the kitchen after the event

D. Surfaces

1. **Each horizontal work surface**

a. Will be cleaned with soapy water, rinsed with clean water, and sprayed or wiped-down with sanitizing solution between or after each use.

b. Sanitizing solution should be allowed to remain on the surface for at least 15 seconds, after which the surface may be dried with a cloth or left to air-dry.

c. Use the red cleaning bucket located above the warewash sink to clean surfaces. Follow directions on soap container. Empty, rinse, and let the cleaning bucket air-dry on a sink sideboard when complete.

2. After using the kitchen, each vertical surface will be cleaned with soapy water, rinsed with clean water, and sprayed or wiped-down with sanitizing and allowed to air-dry. **This includes the food processor, mixer and coffee maker**

E. Sanitizer. All sanitizing liquid is based on a bleach/water mixture to attain 50-100 ppm of chlorine (there should be little to no chlorine smell). If you have a question about concentration, test the mixture with a chlorine test strip located in the bin on the rack above the freezer. Bleach is located in a container on the floor next to the dishwasher

a. Use the glass bottle located on the shelf above the ware wash sink to measure 4 oz. of bleach if using 9" of water in the sanitizing sink or 6 oz. of bleach if using 12" in the sanitizing sink.

b. For sanitizing work surfaces/items either lightly coat the surface or item using the sanitizer spray bottle located on the shelf above the ware wash sink or, in the

green sanitizer bucket mix one capful of bleach to a 3/4-full bucket of water.

- F. Cleanup of bodily fluids. Clean up of bodily fluids requires special procedures and equipment. A Bodily Fluid Clean up kit (in a labeled bucket) is located in the closet across from the hallway entrance door. See Attachment i. Procedures for Clean-up of Bodily Fluids, for further information. (Manuals for all equipment are kept in a black folder labeled "LUMC Kitchen Equipment Manuals" located on top of the freezer).

## IV. Equipment Usage

### A. Range

#### 1. General information

1. **The range is gas. Be careful to follow instructions.** If in doubt, call a kitchen committee member!
2. **Once you turn the gas on, you MUST light all burner and griddle pilot lights.**
3. You MAY light the pilot lights of either one or both ovens. They work independently.
4. The exhaust hood is automatic. It comes on as required. It may be turned on manually using the hood fan toggle switch located on the left front of the hood.
5. Hood lights are turned on using the hood light toggle switch located on the left front of the hood.

#### 2. Starting procedure

1. Turn on the main gas line turning the valve located close to the wall at the left rear of the range ¼ turn (it will be parallel to the pipe).
2. Turn on the range gas by turning the valve located on the left front of the range ¼ turn clockwise (it will point to the left).
3. Light each set of burner pilots by depressing the electronic ignition button for each (each ignition switch serves a front-to-back pair of burners). If the pilots don't light in a few seconds, turn on the appropriate burners while pressing the electronic ignition button until the burners and their pilot lights).

4. Light the griddle pilot light by pressing the electronic ignition button on the range front close to the grill (You can view the griddle pilot by bending down and looking under the griddle from the front of the range.).

5. To light one or both of the ovens, open the lower panel in front of the range by pushing the bottom of the panel up and pulling the top of the panel out and down. Turn the Off/Pilot/On knob so "Pilot" is down (where the indicator arrow is located). Push in the knob while pressing the electronic ignition button. The pilot light may be viewed by looking into the front of the range bottom near the electronic ignition button. It may take several seconds to light. ENSURE THE PILOT IS LIGHTED BEFORE PROCEEDING. Hold the Off/Pilot/On knob down for approximately 30 seconds to ensure the thermister is heated. Release the Off/Pilot/On knob and turn the knob so "On" is pointed down toward the indicator arrow. The stove is now ready for use.

3. Use procedure

a. Burners control knobs are located in pairs on the range. In each pair, the left knob controls the front burner; the right knob controls the back burner.

b. Set the stove or griddle to required temperature for use. Heating to set temperature may take several minutes.

c. If you wish to use the convection feature on one or both ovens, use the toggle switch on the front of the range located over the oven or ovens you choose. (Note: the convection feature turns off while the oven door is open.)

4. Shutting down procedure

1. Turn off all burners.
2. Set the ovens and griddle to off.
3. Under the bottom range panels, turn both Off/Pilot/On knobs so "Off" is toward the bottom.
4. Turn the range gas knob located on the left front of the range ¼-turn counter-clockwise (it will point down).
5. Turn the main gas valve located close to the wall behind the stove ¼-turn (it will be perpendicular to the pipe).

If the range exhaust hood or lights were turned on manually, turn them off using the toggle switches on the left front of the hood.

#### B. Refrigerator

1. The refrigerator temperature is pre-set. Do not attempt to change it. Should you notice the temperature is above 38°F for a prolonged period, contact a kitchen committee member.
2. All shelves in the refrigerator are height-adjustable.
3. The left side of the refrigerator is designed to hold either one sheet pan or two ½-sheet pans (located on the shelves to the right of the refrigerator) per holder set. They slide onto the holder set. There are more holders available. See a kitchen committee member if you need to adjust or add more holder sets. No food should be placed directly on the bottom of the refrigerator, all should be on shelves.
4. All food should be placed in the refrigerator based upon Health Department Storage Standards, charts are posted and full instructions are available in the Kitchen Manual.

5. If in preparation for your event you need to store food in the refrigerator or freezer all open food should be labeled and dated. Food for specific events should be labeled. Unlabeled and undated food will be discarded based upon routine refrigerator inspections.

6. At end of event remove all foods from the refrigerator and ensure it is cleaned after each kitchen use (See Kitchen End of Use Check Sheet enclosure).

C. Freezer

1. The freezer temperature is pre-set. Do not attempt to change it. Should you notice the temperature is above 0°F for a prolonged period, contact a kitchen committee member.

2. If you wish to store food in the freezer when preparing for an event, see a kitchen committee member.

3. All food placed in the freezer should be labeled, if left more than two weeks, it will be discarded.

D. Coffee makers

1. Bunn drip machine in coffee area

1. Upon arrival ensure the coffee machine is plugged in and switch in back in the on position. It will take up to 20 minutes for the coffee maker to come to a ready status

2. The coffee maker is ready to brew a pot of coffee when the green light at the control Panel

3. Remove the filter basket from the top of the machine and place a filter into the basket

4. Place coffee grounds into the filter. Use either 1-table spoon of coffee grounds per cup of coffee to be brewed, or 1-cup of coffee grounds per 12-cup pot.
5. Slide the filter holder back into the coffee machine.
6. Brewed coffee will flow into the 12-cup pot below the coffee filter. Do not remove the pot until the brewing process is complete. There is no automatic shut off.
7. To keep brewed coffee hot, use the switches on the top front of the machine to turn on necessary hot plates.
8. At the end of the event, make sure all hot pads are turned off and all 12-cup pots are empty, clean, sanitized and returned to the coffee machine for storage.
9. Coffee mugs, sweeteners, dry coffee creamer, and mixing sticks are on the counter and on shelves.
10. Coffee cups and saucers are located in the storage area below the coffee maker in stacked racks.

**G. 55-cup percolators**

1. Two 55-cup percolators are located in the kitchen storage area. One pot is labeled "Coffee," the other is labeled "Hot Water."
2. **Procedure**
  - a. Measure water. Remove cover, percolating tube, and basket assembly. **Fill coffee maker with fresh, cold water** to the desired fill line marked on the inside of the coffee maker's body. Do not fill coffee maker past the top fill line.

b. Measure coffee. Measure appropriate amount of coffee (see chart below) into coffee basket then set coffee basket onto the percolating tube. Position the bottom of the percolating tube into the heating well, but **do not force it into place**. Place the lid onto the coffee maker and turn to lock. Arrows on the lid indicate correct direction in order to lock.

c. Brew coffee. Plug in the coffee maker's cord. The small, red light in the front of the coffee maker will come on when the coffee is ready (time to brew depends on how much coffee is being made). A full pot will take between 35 – 45 minutes.

d. Serve coffee. Once the ready light is on, remove the coffee basket and percolator by reversing the assembly procedure above. Replace the coffee maker cover; ensuring it is secured as described above. Push or pull the faucet and hold to fill the cup or mug. The faucet automatically shuts off when released.

e. Clean and sanitize the coffee maker after each use. Do not immerse base in water. Rinse inside of the coffee maker with soapy water, rinse, and dry. Clean faucet by pouring several cups of hot water into the coffee maker and run the water through the faucet. Wipe exterior with a damp cloth and dry. Place the dry, re-assembled coffee maker into its box and re-stow in the kitchen storage closet.

i. Digital Thermometers

**A. Both types of digital thermometers**

1. Are located in a plastic container kept on the shelves to the right of the refrigerator.
2. Sensing points are located on the tips of their probes.

B. Direct-reading digital thermometer

1. There are two direct-reading, stainless steel probed thermometers
2. Remove them from their plastic case
3. Before each use, clean the probe with soap and water and sanitize the probe with either the sanitizer spray or use a sanitizing swab located in a plastic bin above the **sink**.
4. To measure temperature, ensure the tip of the probe is in the thermal center of the product (never close to or in contact with a bone). Liquid and semi-liquid products should be stirred before checking temperatures (see section 2.c. for proper cooking temperatures).

C. Remote-reading

1. There is one remote-reading thermometer.
2. This thermometer is capable of reading temperatures of two different products simultaneously.
3. Caution:
  - a. **The remote reading wires are easily damaged.** Do not pinch or crush them. Close oven doors or pot covers carefully when using the probes.
  - b. Do not expose the transmitter or receiver to
    - i. Direct heat or hot surface.

- ii. Water (they are not water-proof). Wipe with damp rag only.
- c. Wear heat-resistant gloves when handling a probe.
- d. Before each use, clean the probes with soap and water and sanitize the probes with either the sanitizer spray or use a sanitizing swab located in a plastic bin above the sink.
- e. To measure temperature, ensure the tip of the probe is in the thermal center of the product (never close to or in contact with a bone). Liquid and semi-liquid products should be stirred before checking temperatures (see section 2.c. for proper cooking temperatures)
- f. The receiver will register anywhere up to 100 feet away for the transmitter.

4. Directions for use (it is recommended you read the instruction manual located in the "LUMC Kitchen Equipment Manuals" folder prior to first use)

- a. Automatic registration (of probe).
  - i. Plug the two probes into S1 and S2 on the transmitter.
  - ii. Slide the switch on the rear of the receiver to OPERATER REMOTE SENSOR 1 and "---" under PROBE TEMP will blink on the LCD during the registration process.

- iii. Slide the switch on the rear of the transmitter to ON. This needs to be done within 60 seconds of turning the receiver to OPERATE in order for the receiver to automatically register the signal from the transmitter.
- iv. Registration is complete when the unit beeps. REMOTE SENSOR 1 remains on and the temperature probe sensor 1 is shown under PROBE TEMP.
- b. Insert probe sensor 1 into the first product to be measured.
- c. Insert probe sensor 2 into the second product to be measured.
- d. Insert the products into the oven or pot.
- e. Position the probe sensor wires so they will not be pinched or crushed when closing the oven doors or covering the pot being used.
- f. Stand or hand the transmitter away from any heat source.
- g. Press S1/S2 so REMOTE SENSOR 1 is displayed.
- h. Press the MEAT button until the proper product is displayed.
- i. Set appropriate temperature for the product by pressing either the TASTE (Rare/Medium/Well) or ▲/▲ (Temperature up/down) buttons.
- j. Press S1/S2 so REMOTE SENSOR 2 is displayed.

- k. Repeat steps g. and h. above.
- l. Press S1/S2 so REMOTE SENSOR 1 is displayed.
- m. Using the timer (optional).
  - i. Press T1/T2 so TIMER T1 appears. Press MIN one time for each minute you desire. Press START/STOP to start the countdown.
  - ii. When the countdown is complete, the receiver will beep and the time display will blink for 20 seconds.
- n. When the temperature probe of sensor 1 reaches the set temperature the receiver will beep continuously and the temperature under PROB TEMP will blink continuously. If probe sensor 2 temperature is reached before probe sensor 1, the receiver will beep continuously and the 2 or REMOTE SENSOR 2 will blink continuously indicating the product it is measuring is done.
- o. Press STOP to turn off the alert. The alert will beep and blink after two minutes if the PROBE TEMP temperature remains above the SET TEMP temperature. The alert stops when the PROBE EMP temperature falls below the SET TEMP temperature.
- p. When the product is done, remove it from the oven or pot, and remove the probe from the product by grabbing the probe, not the wire. Use heat-resistant gloves.
- q. Turn off the transmitter and receiver.

r. Clean (with damp rag) and sanitize (with sanitizer wipe located in a plastic bin above the sink) and dry (either air-dry or with a clean towel) the probes. Return the entire assembly to the proper (labeled) plastic bin on the shelf to the right of the refrigerator.

## V. Physical components of kitchen and storage items

### A. Roll Down Window

1. The roll-down has two latches, one of which will have key inserted at all times
2. The latches are opened and closed by turning them clockwise or counterclockwise. You will hear a click when engaged or disengaged.
3. Carefully push up the roll-down to its full-open position or pull down to its fully closed position using the bar across the bottom of the roll-down fixture.
4. Ensure you clean the roll-down pass-through surface prior to leaving the kitchen at the end of the event.

### B. Work Tables

1. May be configured for each function.
2. Unlock wheels to move.
3. Relock wheels when in place.
4. Return tables to original configuration when complete.
5. Clean and sanitize work tables as directed in paragraph for flat surface cleaning.
6. Return dish, glass, and cup storage racks to their previous locations .

### C. Dish carts

1. May be moved to accommodate each function.
2. Be careful when removing and replacing the plastic covers.
3. Unlock wheels when moving.
4. Relock wheels when in place.
5. Ensure dishes are dry before replacing the plastic covers.
6. When finished return dish carts to their storage spot under a work table.

### D. Glass and cup rolling storage (dishwasher) racks

1. May be moved to accommodate each function.
2. Be careful. Wheels do not lock.
3. The cup and glass racks are designed for use (and may be stacked) in the dishwasher.
4. Ensure cups and glasses are dry before replacing the plastic covers.
5. When finished, return racks to their storage spot under a work table or in storage closets in coffee area.

### E. Silverware and serving pieces

1. Metal containers are on shelves above freezer. Silverware should be completely dry and sorted when placed in holders
2. Plastic containers appropriately labeled are available on the metal shelving to the right for most of small utensils.
3. Larger ladles, tongs and spoons are on metal shelving above sink.

## **VI. Kitchen Committee Information**

1. **Kitchen Committee.** The Kitchen Committee works under and reports to the Trustees, who are ultimately responsible for church facilities. Tasks listed below such as inspections and safety issues are shared responsibilities with the trustees. A member of the Trustees will serve on the Kitchen committee. The committee will keep the Trustees informed of kitchen use and needs. The committee periodically will provide a formal update to the Trustees. Kitchen committee responsibilities include:

### **i. Kitchen use**

1. Screen and approve Kitchen Use Request Forms
2. Assign a responsible Kitchen Committee member to each kitchen use request.
3. Guide the requestor through proper use of the kitchen and ensure the Kitchen Use Request Form is completed.
4. Ensure the church office maintains an adequate number of LUMC Kitchen Use Packets on-hand (See LUMC Kitchen Use Request Form page 2 for contents.)
5. Ensure the kitchen and equipment is in proper working order and properly stored after each use. Counter-sign the completed Kitchen End-of-Use Check Sheet and file.

### **ii. Kitchen cleanliness and sanitation**

1. Ensure the kitchen is clean and sanitary after each use.
2. Conduct a quarterly deep cleaning and sanitizing of the kitchen and equipment.

3. Ensure the proper sanitizing mixture is prepared in the spray bottle.
4. Schedule annual cleaning of the grease trap and ventilation hood (filters and ducts).
5. Maintain contact with the City Health Department (as necessary).

iii. Kitchen supplies

1. Keep an inventory of equipment and supplies.
2. Ensure an adequate level of expendable supplies (examples: dishwashing powder, hand-washing soap).
3. Maintain control of the kitchen keys.
4. Maintain control of Restaurant Warehouse access cards.
5. Respond to any Kitchen Use Feedback forms or other feedback concerning the kitchen.

iv. Annual Operating Budget

1. Track and periodically review actual kitchen use costs.
2. Provide kitchen use costs to the Trustees as part of the annual operating budget build.

v. Meetings

1. Once per quarter, as a minimum.
2. Called by the Board of Trustee member.

## A. Attachments/Forms

1. LUMC Kitchen Use Request Form
2. LUMC Kitchen Start-up Check Sheet
3. LUMC Kitchen End-of-Event Check Sheet
4. LUMC Kitchen Feedback Form
5. Policies and Procedures for Clean-up of Bodily Fluid

ATTACHMENT 1 LARCHMONT UNITED METHODIST CHURCH

**KITCHEN USE REQUEST FORM**

Date of request:

Date of event (state if periodic):

Event start time:

Event end time:

Time to enter kitchen:

Expected time to leave kitchen:

Ministry/group/individual requesting kitchen use:

LUMC sponsor:

Event description:

Event classification (See page 1/circle one): Church      Public

Number attending the event:

Person responsible for event:

Address:

Home phone number:

Mobile phone number:

Person supervising food preparation and service:

Certified kitchen manager (circle one)?      Yes      No

LUMC kitchen committee member (circle one)?      Yes      No

Address:

Home phone number:

Mobile phone number:

Licensed catering company (circle one)?      Yes      No

Business name:

Contact name:

Address:

Phone:

Use Fee paid (See page 1. List amount): \$ \_\_\_\_\_

Cleaning/key deposit (See page 1. List amount): \$ \_\_\_\_\_

LUMC representative receiving fee/deposit

\_\_\_\_\_

Signature

Printed name

Date

Event approved by LUMC Board of Trustees

\_\_\_\_\_

Signature

Printed name

Date

Kitchen committee member assigned

Name:

Date:

Work/home phone:

Mobile phone:

Person responsible for the event and person supervising food preparation and service received

1. Location of the LUMC Kitchen Use Policies and Procedures folder.
2. Location of the Kitchen Equipment Manuals folder.
3. Contact information of the LUMC kitchen committee member assigned to the event.

4. A LUMC Kitchen Use packet (contains copies of this completed form, Kitchen Start-Up Form, Kitchen End of Use Check Sheet, LUMC Kitchen Use Feedback Form)
- Person supervising food preparation and service trained in
1. Cleanliness and sanitation requirements, policies, procedures, and location of supplies.
  2. Proper use of equipment and serving ware.
- Responsible person, person supervising food preparation and service, and caterer (if applicable) received a copy of the LUMC Kitchen End of Use Check Sheet.
- Time set for kitchen committee member to inspect the kitchen after use in company with the responsible person or his/her representative (must be either day of the event or the next day).
- Phone Number (in the event it is a representative):
- All kitchen use questions answered.

## ATTACHMENT 2 : LARCHMONT UNITED METHODIST CHURCH

### KITCHEN START-UP CHECK SHEET

- Light turned on (switch at hallway door).
- Locate the Kitchen Equipment and Kitchen Use folders (Located on the shelf near the roll-down window.).
- Familiarize yourself with the kitchen layout, and equipment and supply locations.
- Turn on dishwasher (If needed. Switch at bottom front of machine. It takes about 15 minutes to reach 180 degrees. See instructions paragraph 4.f. page 11 in the main document.).
- Plug in Bunn-type coffee maker (As needed. Located in the Social Hall. It takes about 20 minutes to a "Ready" light.).
- Fill and start percolating coffee machines (If needed. It takes 25 minutes for coffee to be ready to serve. Don't forget to remove the coffee when the "Ready" light comes on. The coffee will continue to brew if you don't.).
- Turn on light above range (If needed. Switch at left of hood structure.).
- Light range (If needed. See instructions paragraph 4.a. page 8 in the main document.  

**CAUTION:** If you use the range top or ovens, once the gas is turned on, pilot lights for **all six burners and the griddle MUST BE lighted! The griddle will get hot.** Leave the wooden board in-place if not using the grill.
- WASH HANDS! This should be done often
- Wash and sanitize any equipment or surfaces you will be using.

### ATTACHMENT 3: KITCHEN END-OF-USE CHECK SHEET

Filled out by:

Date:

Checked by Kitchen Committee member (initials):

Date:

- Gas to range off (back valve and front knob)
- Range clean (griddle, griddle grease tray, burners and surrounding area, drip pan below burners, backsplash, shelf, ovens, oven doors)
- Microwave clean (interior, exterior)
- Refrigerator empty and clean (interior, exterior)
- Freezer empty and clean (interior, exterior)
- Dishes and flatware clean and stored in flatware containers
- Pots, pans, and other utensils and equipment cleaned, sanitized, and stored (dry prior to storing)
- Dishwasher turned off
- Water to warewash sink faucet off
- Warewash sink clean and sanitized
- Bunn coffee machine turned off, cleaned, sanitized, and stowed in Social Hall
- All unused, disposable dinnerware (plates, bowls, plastic flatware) products removed from the kitchen.
- Used towels, washcloths, and aprons in a plastic bag (leave on warewash sink)
- All garbage containers and trash cans next to hand-wash sinks empty, clean, new liner bags installed (bring garbage and trash out to trashcans behind church kitchen)
- All work surfaces clean and sanitized
- Floor swept and mopped (Always use string mop. Use handled brush to scrub as necessary.)
- Roll down to Social Hall down and locked (leave key in a lock).
- Rolling carts cleaned, sanitized, and stowed (one in kitchen, one in social hall)
- Brooms and mops returned to janitor's closet (wet mops stored vertically with mop head up)
- Doors locked (Social Hall, Library, outdoor, hallway)

NOTES:

- (1) Use the red cleaning bucket located above the warewash sink to clean surfaces. Follow directions on soap container. Empty, rinse, and let the cleaning bucket air-dry on a sink sideboard when complete.
- (2) Sanitizer. All sanitizing liquid is based on a bleach/water mixture to attain 50-100 ppm of chlorine (there should be little to no chlorine smell). If you have a question about concentration, test the mixture with a chlorine test strip located in a bin on the rack above the freezer.
  - a. For sanitizing hand-washed items, use the glass bottle located on the shelf above the warewash sink to measure 4 oz. of bleach if using 9" of water in the sanitizing sink or 6 oz. of bleach if using 12" in the sanitizing sink.
  - b. For sanitizing work surfaces and other items that are not cleaned in the dishwasher or warewash sink either,
    - i. Lightly coat the surface or item using the sanitizer spray bottle located on the shelf above the warewash sink or, in the green sanitizer bucket mix one capful of bleach to a 3/4-full bucket of water.
    - ii. Empty, rinse, and let the sanitizer bucket air-dry on a sink sideboard when complete.
  - c. Bleach is located in a bottle on the floor next to the dishwasher.
- (3) Cleaning supplies are located in the janitor closet (double doors) in the hallway to the right of the kitchen hall entrance.
  - a. Brooms are hanging from brackets on the wall or door.
  - b. A small broom and dustpan are located on the janitor's cart.
  - c. For cleaning (wet mopping) the floor, mix the cleaning solution (Pine sol located in a large bottle on the floor) per the directions on the bottle, in the janitor's bucket (fill the bucket to the top of the wave preventer, about three gallons). Use the string mop.
  - d. Return all cleaning equipment to the janitor's closet stowed properly (e.g., mop head's up, mop handles hanging into the deep sink)
  - e. Additional paper hand towels and hand wash soap are located on the top shelf. A key to the paper towel dispensers is hanging on a hook on the right leg of the storage shelves about eye-level.

**ATTACHMENT 4: LARCHMONT UNITED METHODIST CHURCH  
KITCHEN USE FEEDBACK FORM**

Name:

Date:

Submitting person/group:

Discrepancy or problems (describe in as much detail as possible):

Recommended solution (if applicable):

Supplies needed:

Other feedback:

Thank you for your time and feedback. We strive continually to make our LUMC kitchen safer, more efficient, and easier to use. Turn in completed form to the LUMC administrative office. If the office is not open, slip the form under the office door or put the form into the Trustee box located in pigeonhole boxes across the hall from the family restroom around the corner from the LUMC administrative office.

