



PHUMC KITCHEN ORIENTATION

No one under the age of 18 is allowed in the kitchen without **an adult being present**. No one under the age of 18 is allowed to operate any equipment. Absolutely no one under the age of 12 is allowed in the kitchen under any circumstances.

Anyone using the kitchen will be responsible to leave the kitchen in the condition found or better. “If you use it you clean it and put it back where you found it, including water pitchers/dispensers and ice containers.”

If you bring food into the kitchen for a specific meal, be sure to get rid of **ALL** remaining food. Do not leave leftovers! (Take it home, give it away, or take it to FEAST).

EQUIPMENT

Equipment in the kitchen is for **food preparation only**. Please do not remove, without permission!

FOOD HANDLING

Before any food preparation takes place, hands will be thoroughly washed with soap and water at the hand washing sink and dried with paper towels.

All surfaces to be used for food preparation should be sprayed with the sanitizing solution found in a spray bottle on the shelf above the dish washing sinks. Dry sprayed areas with white towels, found in the bins under the dish drying table.

Cooked foods should not come in contact with uncooked food preparation sites. See above cleaning procedures.

Please note when using cutting boards that there are different boards for different foods. Please use proper board based on chart found on the wall. Boards should be thoroughly washed, rinsed and sanitized between projects and before putting away.

Ice scoop will be used for removing ice from the ice machine. Keep the handle **OUT OF THE ICE** at all times! The ice SCOOP must be replaced in the holder on the side of the machine and not left in the ice.

When handling food, always use utensils or gloves.

Keep cold foods cold and hot foods hot!!! Cold foods should be kept in a refrigerator until serving. Hot foods should be kept in oven, warmer or steam table maintain a minimum of 140 degrees!

RANGE/OVEN

HOOD BLOWER (RED SWITCH ON HOOD) MUST BE TURNED ON!!!!

Use oven mitts when handling hot cookware.

Top Burners:

Turn knob to ON position and light burners with match or BBQ type lighter (don't leave lighter near range or on shelf above range) Adjust heat and turn burner OFF when not in use.

Griddle:

Pilot light is already lit.

Preheat for 5 minutes on high, decrease heat to desired temperature.

Be sure to clean out the grease tray during cleanup!

Ovens:

Pilot light is already lit.

Turn thermostat to desired temperature and preheat for 25 minutes. Do not operate at maximum heat when not necessary.

All spills and food must be wiped up immediately, this includes stove top, griddle and ovens. Wipe off hood.

CONVECTION OVEN

Always use oven mitts when handling hot cookware!

HOOD BLOWER (RED WITCH ON HOOD) MUST BE TURNED ON!!!!

Place blower switch in ON position.

Place cool down switch in AUTO position.

Place light switch in OFF position.

Set to desired temperature (set 25 degrees less than regular ovens). Red light will come on and stay on until desired temperature is reached.

Food will probably cook faster than in a regular oven – watch closely!!!!

Wait 5 minutes after turning oven off to restart.

Use lights only to check on food.

Be sure to turn blower switch to OFF position upon leaving kitchen.

All spills and food must be wiped up.

PORTABLE WARMER

There are only two receptacles in the kitchen that will accept plug; one on west wall near exit door, the other on wall behind table next to range. To turn on, merely turn timer located near the bottom, clockwise for the number of hours you wish to use. Also set other knob for the temperature, 10 being the hottest and used for holding most foods. When finished be sure to set the dials back and unplug. Clean appropriately.

PORTABLE REFRIGERATOR

There are only two receptacles in the kitchen that will accept plug; one on west wall near exit door, the other on wall behind table next to range. First plug in refrigerator then turn on using switch located inside near the top. It does make a funny noise when first turned on, which should stop shortly. Be sure to turn switch off before unplugging. Clean appropriately.

STEAMER

May not be used except by those specifically trained.

MIXER

May not be used except by those specifically trained

STEAM TABLE

Be sure to close drain before filling.

Steam table to be manually filled with tap water (3 to 4 gallons)

Put lids on.

Set to desired temperature, once achieved, decrease heat to maintain.

Turn off and drain water slowly using the drain valve located above bottom shelf on left-hand side.

REMEMBER – water will be extremely hot!!!!

Clean and dry thoroughly.

SINKS AND DISHWASHING AREA

There are 3 sinks in the kitchen.

1. **Hand wash sink** –this is to be used for hand washing and drying of HANDS only.
2. The 2 compartment **food preparation sink** – should be used for washing fruits, vegetables, etc. ONLY. DO NOT wash hands or dishes in these 2 sinks.

3. The **Dish Washing sink** is the 3 compartment sink along with a sprayer – Dirty dishes are placed on the right side of the sink and the sprayer is used for rinsing dirty dishes. PLEASE NOTE: Remove all waste from the dishes and pots before rinsing with sprayer.

The garbage disposal is not meant for the disposal of large amounts of food waste, only run the disposal for the small pieces that can only be removed with water.

Dishes are washed in soapy water in right sink, rinsed in middle sink and sanitized in the left sink. Sanitizing concentrate is available through a pump on the wall; ¼ cup per 8 gallons of water. Drain board on left is used for clean dishes only. Release water slowly or floor will become flooded. After using, clean out drains and dry.

NEVER PLACE KNIVES IN THE SOAPY WATER SINK. SOMEONE REACHING INTO THE WATER CAN'T SEE THE KNIVES, DISHWASHER SHOULD PICK UP EACH KNIFE INDIVIDUALLY FROM THE RINSE AREA, WASH, RINSE AND PLACE IN SANITIZING WATER.

NO DIRTY DISHES TO BE LEFT ON COUNTERS OR IN SINKS! All dishes, utensils, pots and pans are to be washed, rinsed, sanitized, air-dried and put away in the same place they were removed from. **Everyone is responsible for what they use!**

All stainless steel, including refrigerator, freezer, counters, tables and stove to be wiped down using soapy water, a sanitizer, rinsed and dried.

REFRIGERATORS IN ROOM NEXT TO KITCHEN AND IN ACTIVITY ROOM SERVING AREA

All items must be **LABELED AND DATED!** Mark your items clearly “youth,” “choir,” “school.” Please do not use anything that is marked for a specific group. If not labeled with a name it means that anyone can use what you have in the refrigerator. The DATE must appear on the container, otherwise it will be thrown out.

All items must be covered!

Please do not put unopened containers of products that do not require refrigeration in the refrigerator!! (Remember, if you buy them unrefrigerated at the grocery store, they do not require refrigeration until opened.)

All meat must be placed on bottom shelf with a pan underneath to catch any drippings. Please wipe up any spill immediately with soapy water, rinse and sanitize.

FEE for kitchen use:

\$6.00 per hour non-oven use

\$12.00 per hour using oven

Please replace items used in kitchen to their original locations.

LINENS

Place soiled cloths into garbage bags for Linen Service to pick up. Place trash bags on top of table in office area!

All used towels and aprons should be placed in laundry bins near the drying racks in kitchen.