

# **First Parish Unitarian Universalist Kitchen Procedures Briefing**

**rev 0.1**

**Mar 28, 2021**

# **Purpose of kitchen procedures**

- 1. Manage risk of food borne illness**
- 2. Manage risk of food allergy incidents**

Failure to follow these procedures increases the risk of food incidents, some of which can have serious consequences.

# Focus of Efforts

- 1) Personnel control/hygiene**
- 2) Cooking temperature control**
- 3) Temperature control of served items**
- 4) Sterilization efforts**
- 5) Cross contamination/cross contact controls**
- 6) Allergen management**

# People with the following diseases or symptoms must not enter kitchen

- No person with the following symptoms is allowed in kitchen

- Diarrhea
- Vomiting
- Sore throat with fever
- Infected wounds
- Sneezing
- Runny nose
- Jaundice (yellowing of eyes or skin)

- No person or living with a person diagnosed with the following is allowed in kitchen

- Shigella
- Shiga toxin releasing e. coli (STEC)
- Salmonella Typhi (Typhoid)
- Non-typhoidal Salmonella
- Hepatitis A
- Norovirus

# Personal Hygiene/protective clothing

## 1) All persons involved in food preparation/serving must

- Wash hands before entering kitchen
- Wash hands before working on a new food type (e.g. if preparing chicken, wash hands before preparing beef, vegetables etc.)

## 2) To minimize risk of contamination/cross contact with allergens, staff preparing or serving food will wear:

- Plastic gloves, replacing gloves every time they change the food they are handling (gloves are inexpensive)
- Hair nets
- Face masks
- Beard nets if one has a beard



# **Hand washing / protection Requirements**

**1)All persons handling food must wash hands before handling of food and then wear plastic gloves**

**2)All persons handling food must wash hands and use new gloves whenever they change they type of food they are handling**

# **Washing hands**

**All persons handling food must wash hands before leaving bathroom**

**The hand washing process is:**

- 1) Thoroughly wet hands and lower arms with warm water**
- 2) Lather hands and lower arms with soap**
- 3) Scrub hands, fingers, lowers arms and fingernails for 10 – 15 seconds**
- 4) Rinse**
- 5) Dry with paper towels**

## **Temperatures Required for Using Stove thermometers hanging near stoves**

### **Temperature required for reheating**

- **165 F for 15 sec**

### **Temperatures required for cooking**

- **165 F <1 sec: chicken; whole and ground; stuffed food (pasta, shell fish, etc.)**
- **155 F 17 sec: ground meat (pig, sheep, beef), cured meats, eggs**
- **145 F**
  - **15 sec: chops and steaks for beef, veal, pork, lamb; fish, shellfish, crustaceans**
  - **4 minutes: whole cuts/roasts of beef, pork, lamb**
- **135 F <1 sec: plant foods, legumes, pasta**

Failure to meet these temperature requirements risks undercooking the food. Participants must be warned if food is undercooked, with consequent risk of food borne illness



# **Use of Microwave Oven**

**thermometer hanging near microwave  
oven**

**Temperature for microwave ovens:**

- **165 F after holding covered for 2  
minutes**

Failure to meet these temperature requirements risks potential  
for food borne illness

# Dishwashing

**A sanitizing step must be used with all dishwashing.**

**Either:**

- **Use sanitizing and heated dry cycle on dishwasher**

**or**

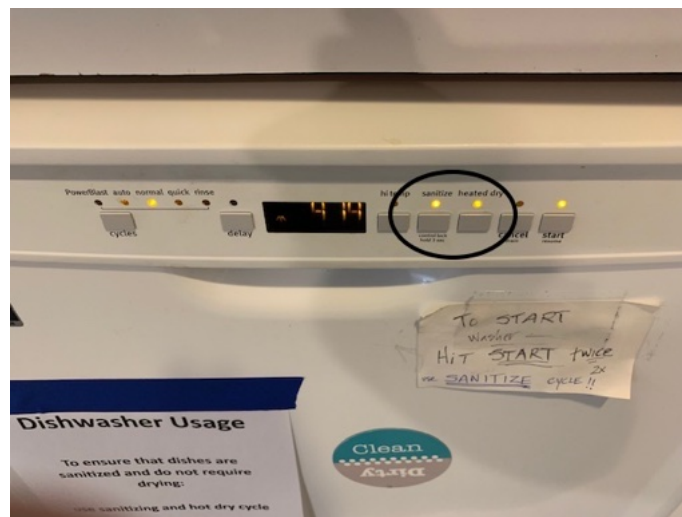
- **Use sanitizing solution in three basin sink for hand washing dishes**

**Always scrape dishes of excess food before washing.**

# Dishwasher Usage

To ensure that dishes are  
sanitized and do not require  
drying:

use sanitize and heated dry  
cycle



# **Hand Washing Dishes in Three Basin Sink**

- **First scrape dishes into trash**
- **Wash with detergent: basin 1**
- **Rinse with hot water: basin 2**
- **Soak in iodine sanitizer for 30 sec: basin 3**
- **Air dry: do not use towels to dry dishes/  
flatware/pots and pans/preparation  
tools**

# **Basin 1**

Fill with hot water and detergent

# **Basin 2**

Fill with hot water

# Basin 3

- Fill with hot water (near top of basin)
- Add 1 bottle of iodine tablets to glass container of hot water
- Dissolve tablets (about 2 minutes)
- Add to water in basin 3
- Soak dishes in iodine solution for 30 seconds



**Iodine solution remains active so long as water is an amber color**

# Cross Contamination/Cross Contact

All Food preparation surfaces (and preparation tools) must be cleaned and sanitized:

- 1) Before use
- 2) When changing between food

Cleaning and sanitizing:

- a) Use surface cleaner (under sink) using disposable cleaning rags
- b) Rinse with water and a second disposable cleaning rag
- c) Sanitize with Purell disinfectant spray (under sink)
- d) air dry



**Any food containing the following major allergens must be labeled with the associated allergen**

**1) Dairy**

**2) Eggs**

**3) Soy**

**4) Fish**

**5) Tree nuts**

**6) Peanuts**

**7) Crustaceans (shell fish, crab etc.)**

**8) Wheat (gluten)**

**9) Sesame**



# Handling of Served Food

- Food can be at room temperatures for no more than four hours; then food must be disposed of
- Cover food to avoid contamination
- Individual serving implements required for each dish
- Each dish must be labeled (using tent cards) with:
  - Common name of food
  - Any of the 9 major allergens present in the food
  - Source of food (e.g. Star market, name of deli, name of person for homed cooked meals)



# Refrigeration Procedures

- **All opened/prepared food must be labeled with common name and date when placed in refrigerator**
  - **unlabeled food will be disposed of**
- **All opened/prepared food must be disposed of after 7 days in refrigerator**

# Garbage/Recycling

**All garbage and recycling must be removed from kitchen upon completion of activity**

# Vomiting/Diarrhea

**Vomiting or diarrhea in food handling/service area is an immediate public health crisis:**

- 1)Kitchen/food area must be closed**
- 2)All exposed food must be disposed of**
- 3)Medfield Board of Health 508 906 3006 must be called**
- 4)Don Rolph 508 613 5630 must be called**

**Cleanup: we have a vomit/diarrhea kit above the refrigerator. Follow instructions in kit. Don all personal protective equipment before beginning cleanup**

**Kitchen may not be reopened without approval of Medfield Board of Health and Don Rolph**

# **List of Utility Suppliers, Contractors, and Contacts**

## **Electricity**

NSTAR 1-800-340-9822

(Church Acct.# 2188 417 1006. House Acct.# 2188 416 1007)

## **Fire Box in Vestry**

Call David Mason 617-448-8570

Note: For minor issues, call medfield Figure to see if they will reset, otherwise Easton Electronics will charge 3 hour minimum/\$420

## **Natural Gas**

Bay State Gas 1-800-688-6160

(Acct.# 319-612-009-9)

## **Phone and Internet**

Verizon 1-888-553-1555

## **Plumbing and Church Heating**

Ron Kushner, Medfield

508-359-8354

## **U-House Furnace**

Accurate/Derek

508-520-7248

## **Fire Extinguishers**

1-508—543-3830

## **Electrician**

Call B&G member who will arrange

## **Elevator - Associated Elevator Companies, Inc.**

800-828-5151

Call David Mason

## **Pests**

APC Pest Control

1-508-359-7563

# Iodine solution

fill glass pitcher with hot water and

add 1 bottle of iodine tablets

(50 tablets)

wait 2 minutes and stir



# **Food labels**

**food for refrigerator**

**food for serving**

**in hanger on refrigerator door**

# Protective Equipment

in protective equipment plastic container

**gloves**

**hair nets**

**masks**

**beard nets**

