* Ananda Ashram Operations & Procedures Manual for Management
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* **Kitchen**
* **Procedure**
* **Manual**
* **Ananda Ashram Kitchen 2015**
* **Ananda Ashram Procedures Manual 2015**

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* **Kitchen Structure**

1. **Head Chef: Job Description, Duties and Requirements**

* Professionalism:   
  The Head Chef has professional experience in managing a kitchen crew. Is proficient in training of an experienced kitchen crew as well training and working with inexperienced volunteers. The Head Chef is responsible to recommending solutions for complaints from guests. Is able to share information about healthy cooking and comfortable talking to guests, staff members and volunteers to educate and teach appropriately. Preferred to be a skilled professional cook who oversees the operations of the Ashram Dining Facility. Strong management skills (no swearing, impeccable personal hygiene.) Need to have a high regard for our guests, staff and volunteers. Highly ethical principles, honesty, fairness, compassion and consideration while showing a high level of integrity to the principles and teachings of the Guru. It is essential that the Head Chef maintain a high level of excellence in all aspects of the Ashram Dining Facility. The Ashram serves a diverse range of people, and it is essential that our Head Chef maintain a respect for this diversity.
* Physical:  
  Physically is able to lift 75-lbs, stand on their feet for a six hour period and able to work well under pressure.
* Operations:  
  Responsible for the daily and quarterly operations of the kitchen, dining hall and food related tasks. They will produce vegetarian menus with gluten free and vegan options at each meal. They may be asked from time to time to make special dishes for special V.I.P. guests, and upon request may need to design special dietary needs meals for the guests. Left overs will be saved and stored in the Walk-In, this is not only efficient but will help with last minute meals for unexpected attendees. (see section on leftover storage and requirements.)
* Management:  
  The Head Chef must be able to fill in for any assignment under the guidelines put forward from the Yoga Society of New York, Inc., Ananda Ashram. They are responsible for the food that comes out of a kitchen from conception to execution. Oversees many diverse aspects of the Ashram Kitchen including daily operations in the kitchen, liaising with farms and food vendors for food orders. They oversee and make decisions to maintain food costs to acceptable levels, which is to keep the kitchen’s budget within parameters set by the Board of Directors of the Yoga Society of New York, Inc.. They will manage and train their staff of lead cooks, dining hall coordinator and volunteers to maintain the safety, cleanliness, customer service and dignity of the Ashram. Thorough cooking skills are required, with an in depth understanding of local produce and ingredients. The Head Chef is responsible to attain meal count numbers for meal preparation. This information is gleaned from the office or weekly sheet. If at anytime there is an influx of guests for lunch or dinner, the Head Chef is responsible for obtaining additional staff for unscheduled guests. The head Chef fosters diversity, which is essential to run and maintain the health of the Ashram Dining Facility, it is expected that all personnel support each other as a team.
* Fundraising:  
  Fundraising is a long time tradition of Ananda Ashram; the Head Chef is responsible for aspects of fundraising for the Kitchen. The Head Chef should have the capability to oversee accounts for special kitchen equipment, specialty food items, aesthetic features etc.

1. **Assistant (Sous Chef) to Head Chef**

Assists Head Chef in scheduling, maintaining a well stocked kitchen and organizes staff to perform cooking and offer guests a pleasant and peaceful dining experience.

1. **Lead Cooks**

Lead the shift (prep, cooking the meal or clean up) to make sure all areas of the dining experience are comfortable, peaceful, hygienic, safe and in accordance with the Kitchen’s overall goals.

1. **Dining Hall Coordinator**

The Dining Hall Coordinator is the designated person reports to the Assistant Head Chef. This person coordinates all aspects of the dining hall, making sure the aesthetics of the dining hall is clean, neat and pleasing to Ananda Ashram guests. The coordinator is responsible for cleaning of dining hall appliances: Sanitizer, Hot Water dispenser, water baths, refrigerator, etc., and is responsible for reporting to housekeeping and/or the Assistant Head Chef the need to order paper products (Housekeeping for paper towels, Head Chef for other paper products.) The coordinator makes sure the dining hall is well stocked with silverware, dishes, teas and condiments (reporting any shortages to the Sous Chef.)

1. **Volunteers**

Volunteers are responsible for checking the weekly schedule and showing up for their appointed shift and appointed role.

1. **Kitchen Seva and Karma Yoga Schedule Role & Time Slots**

* Breakfast Prep: 7am-8am; Weekend 6am-8am
* Breakfast Clean Up: 8:30am – 10:00 am
* Lunch Prep: 10am-12:30pm Weekend 9:30am – 12:30pm
* Lunch Clean Up: 1pm – 2:30pm
* Dinner Prep: 2:30pm – 5:30pm Weekend 2pm – 5:30pm
* Dinner Clean Up: 6pm – 7:30pm
* Special Projects: These are timely projects that do not have a time constraint as long as they are completed on the day of assignment.

1. **Random comments from Kitchen:**

* Vegan and Gluten free results in less complaints from the guests, the Head Chef should take this into account when ordering ingredients and planning meals. Each lunch and dinner meal should also have one “bland” or non-spicy option besides the fresh salad, as many of our guests have special dietary needs. Avoid using large quantities of specialty ingredients, use imagination or Ashram Cook Book to reuse leftovers so they are not recognizable to the guests as leftovers.
* Leftovers should only be used for one additional meal then should be discarded for food safety reason. (See section on food safety.)
* Music in the kitchen should be played on low and should be peaceful, it is preferred during meal times that music played be very low mantras, sutras or sweet music that is in alignment with the mission of the Ashram for unity and peace.
* Mix of professional and non-professional cooks working together
* Home-like feel but needs to be professionally structured.
* Individuals with different levels of experience usually operate the kitchen of Ananda Ashram. Some cooks may have been in a professional kitchen while most will have general cooking experience and meal preparation. The Head & Sous Chef are responsible to maintain a balance in the kitchen between those with experience and those without. By doing so the kitchen will maintain its warm inviting home-like feel while being able to provide creative and quality meals during busy times. Their personality and mind sets needs to be of those who are patient and able to address complaints, compliments, emergencies, recommendations and suggested by both guests and staff.

1. **Weekly Reports:**

* Weekly reports will be submitted to the Human Resource Committee (HRC) by the kitchen management. These reports will keep HRC aware of personnel performance.
* The Kitchen Staff Policy will be given to each staff member at the beginning of the busy season and each new staff or volunteer at the time of their agreement with the Yoga Society of New York, Inc., Ananda Ashram.

1. **The Kitchen Staff Policy:**

Dear Residents and Staff Members,  
  
We are writing to you on behalf of our dedicated kitchen staff, our ashram brothers and sisters!

Please remember that every kitchen shift you sign up for, whether cleanup or meal prep, is extremely important for the smooth functioning of the kitchen.  When any one misses their assigned kitchen shift, it puts a strain on the remaining kitchen staff to cover your missed work assignment.  In other words, "Someone else has to do the work which you missed!"

We realize that life can be full and complicated -- but each of us must honor our commitments.  In this case, to the kitchen, which affects the whole ashram community.  Therefore, we are requesting the following actions:

1) If unable to make your scheduled kitchen shift, and you know in advance, make every effort to switch with another staff member or resident **on your own.**  Also, please inform the kitchen that you have made a switch.

2) If unable to make your scheduled shift, and unable to arrange a switch, please let the kitchen staff know ASAP, so they have the opportunity to cover the shift in a non-emergency manner.  In other words, **don't call at the last minute, if at all possible.**

3) When unable to complete a scheduled shift, **you will be expected**to make up the missed shift at another time.   Please speak with the kitchen staff to schedule a make up shift or work assignment.

While most people are responsible in this matter, and the kitchen staff and ashram community very much appreciate your conscientious participation, it is important that those of us who have been lax need to increase our accountability!

THANKS SO MUCH TO EVERYONE FOR ALL THE WORK AND SEVA (SELFLESS SERVICE), WHICH IS BEING DONE TO SUPPORT THE ASHRAM IN DOING ITS WORK AS A SPIRITUAL CENTER, AND CENTER FOR TRANSFORMATION.

Love and Blessings,

HRC/Management Committee

1. **Dry Eraser Board**

* The dry eraser board located on the wall in the kitchen between Dinning Hall entrance and Outside door is used to relay messages and post notification of the kitchen needs.

1. **Basic Approach to Kitchen Staffing**

* Please fill this in Matthew HRC will oblige in the hiring process but you must define the approach.

1. **Kitchen Shift**

* Check expected Count
* Utilize in-stock ingredients including leftovers
* Keep simple yet use creativity.
* Think Seasonal
* Clean Produce, Clean Station, use tasting spoons
* Manage your time
* Manage prep, designate cuts, dishes to be used etc.
* Maintain mostly Vegan and Dairy free, and specify otherwise
* Plan using established meal guidelines

1. **Breakfast Guide**

* Make sure hot water maker is full and on
* Check and defrost Bread if necessary
* Set up-turn on Warmers and Dish Sanitizer
* Set up Kitchen stations with tasting spoons, Compost buckets and Sanitizer bucket
* Set up Peanut butter, Jelly, Butter substitute
* Refill Teas, Coffee, Milk alternatives, Milk, Honey, Sugar and Sugar substitutes
* **Fresh Fruit** wash and remove stickers. Have cut - uncut, set up cutting board with knife
* Yogurt on Ice
* **Hot Cereals** 2 maximum. Steel cut oats (pre-soak over night - or day of - if time is sufficient.) 2 quarts dry: 32 people. Cook with 3:1 ratio water to oats. Add water as required. \* Use rolled oats as backup if needed.
* Amaranth. Add spices, dried fruit, etc.
* **Hot Dish** Examples: Tofu Scramble, Masala Breakfast Potatoes
* If time Baked goods, Example Muffins, Scones, Granola Bars
* Set up utensils, label plates, wipe down serving table as needed

M) **Lunch/Dinner**

* Use best judgment for producing a balanced meal
* Brown rice, 2 quarts: 32 servings Est. 2:1 ratio water to Rice, add water as needed
* 1 main protein. Example: Dahl, Falafel, Tempeh, Black Bean Burgers, Veg Chili
* 1 Green side. Example: Kale, Braised Collards, Broccoli
* 1 vegetable side. Example: Moroccan Carrot Salad, Roasted Beets
* 1 Soup. Example: Pumpkin Porridge, Miso Soup
* Salad Bar: Salad Greens, Toppings, Dressings
* Label all food to include Vegan, Gluten Free, Dairy, Garlic etc.
* Have all utensils in place, Hot food in warmers etc.
* Stay during service to refill line, and insure a smooth service
* Clean as you go, Clean pots and tools used during shift, turn off ovens. (Dinner Shift soak Steal cut oats overnight for breakfast

n) **Food Ordering Guide**

* Basic approach is to follow menu guidelines and plan ahead using numbers based on projected occupancy obtained from the Front Office
* Best to have a high Gluten free ratio
* Must have Dairy free available
* Utilize established Ashram inventory list
* Use established providers from Purveyors list
* Stay within established Budget
* Maintain high Organic ratio according to Budget

o) **Inventory List**

* **Salads**: Mesclun mix, Romaine, Baby Spinach, Arugula,
* **Vegetables and Greens:** Kale, Chard, Collards, Spinach, Cabbage, Broccoli, Brussels Sprouts, Cauliflower, Mustard greens, Chives
* **Roots:** Carrot, Parsnip, Celery, Beets, Turnip, Leeks, Potatoes, Sweet Potatoes
* **Squashes:** Pumpkin, Butternut Squash, Acorn Squash, Delicata Squash, Zucchini, Yellow Squash
* **Other:** Cucumber, Fennel, Eggplant, Corn, Tomato, Garlic, Okra, Tarragon, Chervil
* **Herbs:** Sage, Thyme, Rosemary, Cilantro, Basil, Parsley,
* **Fruit:** Apples, Oranges, Bananas, Grapefruit, Pears, Lemons, Limes
* **Grains:** Brown Rice, Basmati rice, Red Quinoa, White Quinoa, Rice Noodles (Pad Thai - Vermi), Soba Noodles, Millet, Shells, Amaranth, Brown rice pasta, Steel cut oats, Rolled oats
* **Legumes:** Split Mung beans, Whole Mung beans, Black beans, Red Kidney beans, Great White Northern, Pinto, Garbanzo, Adzuki, Split Pea, Green Lentils,
* **Baking:** Cane Sugar, Brown Sugar, Cocoa Powder, Chocolate chips, WW Flour, Rice Flour, Chickpea Flour, Baking Soda, Baking Powder, Yeast
* **Oils/Vinegars:** Extra Virgin Olive oil, Safflower oil, Balsamic Vin, Rice Wine Vin, Apple Cider Vin, Sesame Oil, Grape seed oil
* **Condiments:** Ketchup, Raw Clover Honey, Tamari, Worcestershire, Mustard, Raspberry Preserves, Peanut butter, Tahini, Veganaise, Earth Balance
* **Alternative Milk:** Almond Milk, Hazelnut Milk, Rice Milk,
* **Tea:** Mint, Rooibos, Green, Ginger, Indian Spice, Black, Tulsi, Chamomile
* **Seeds/Nuts/Fruits:** Almonds, Cashews, Walnuts, Dried Cranberries, Raisins, Dates, Sunflower Seeds, Flax Seeds
* **Miscellaneous:** Thai Curry Paste, Tomato Sauce, Tempeh, Tofu, Coconut Milk, Salt, millet Puffs, Corn Flakes, Mesa, Rice Krispies, Flax Ezekiel Bread, Original Ezekiel Bread, Raisin Ezekiel Bread, Miso, Steva in the Raw, Braggs Amino Acids, Cheese, Dulse Flakes, Nutritional Yeast, Frozen Berries
* **Cleaning Supplies/First Aid:** Dr. Bronner's, Dish Soap, 3rd Sink Sanitizer, Simple Green, Mop Heads, Heavy Duty Sponges, Stainless Steel Scrubbers, Degreaser, Towels, Aprons, Gloves, Dish Washer Gloves, Vegetable wash, Brooms, Dust Pans, De-Limer, Trash Bags 45 Gallons, Bandages, Antibacterial ointment, Bandages, Finger Cots, Burn Cream, Eye Wash, Hand soap, Coffee mug cleaner, White Vinegar, Reynolds Wrap, Deli Containers, Aluminum Foil

p) **Purveyor List**

* Bread Alone Bakery: Standing order delivery every Thursday via UPS. **Must make changes to order by Friday in prior week.**
* Blooming Hill Farm: Make order early on Tuesday for Wednesday delivery. Best to order before noon. Check Website for “ Fresh Now ” list.
* Fresh Kito: Delivers Monday - Friday (possible Saturdays) **order day before**. Conventional Dry Goods, also Olive oil, Rice, Noodles, Cabot White Cheddar, Cleaning Supplies.
* Frontier Bulk:
* Red Barn: Delivers Produce Monday - Saturday. **Order day before**, Use “specials list” via email on Mondays. Must set up email address with them.
* Schuller’s Dairy: Delivers standing order on Thursday Mornings. (Milk, Butter, Yogurt, Amish Cheese, Cream), etc. **Must change order by Friday for following week**.
* Tropical Traditions:
* Unfi: Delivers on Thursday around 11:30am. **Make order by Wednesday 10am**. (Confirm with our agent regarding out of stock/duplicates)
* Webstaurant.com: Kitchen Equipment, 3rd sink sanitizer, Vegetable scrubbers, etc

q) **Clean up Checklist**

**Kitchen**

* Left overs Composted or dated, marked in bins and placed in Walk in (ask chef)
* All Kitchen dishes, Pots and Pans washed in the three sink system then put away
* All surfaces wiped down with vinegar or sanitizer
* Trash brought to dumpster if needed
* Break down emptied boxes and recycle
* Cover filled compost bins and bring to Lake House compost shed
* Sinks drained and washed
* Green Soap/Sanitizer Dish washing buckets emptied and cleaned
* Sweep rubber floor mats then bring outside
* Sweep kitchen and Walk in
* Make sure Dry storage is items are covered and door is closed
* All lights turned off including Walk in
* Lock all three doors and the windows outside Dry Storage

**Dining Hall**

* Buffet line table cleaned, Hot Boxes emptied, cleaned and stored on shelves under buffet, hot plates cleaned and put away on buffet line shelves as well
* All Plates, Bowls, Cutlery sanitized and put away
* Dining tables and serving table wiped down with vinegar or sanitizer
* Condiment containers covered, wiped down and restocked if required
* Empty air pots brought to kitchen to be washed
* Floors swept and mopped
* On dinner shift, bread put away
* Restock teas and paper products
* Sinks cleaned