

# Kitchen **APPLIANCES**

## **Kitchen Manual**

**2022**

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## **Notice to Users**

All staff entering the kitchen must wash their hand and have either a hat or hairnet covering their head. Shorts are allowed but must cover the upper thigh, arm pits must be covered (no tank tops) and close toe shoes must be worn.

### **THE KITCHEN IS NOT A SHORT CUT TO GET INTO THE DINING HALL.**

All staff and campers must use the hand washing sinks outside before coming into the dining hall through the front entrance.

Before using any equipment, the Dining Service Manager will demonstrate how to operate, assemble/disassemble and clean the equipment and have you sign off on all items you have been trained on.

**For your safety, do not perform any task without being trained. After training, use the specification sheet or ask the Dining Service Manager if you have any questions about the task. Keeping yourself and others safe in the kitchen is top priority.**

Kitchen equipment is very expensive and without proper maintenance and cleaning, additional costs for repairs or replacement could happen. In this manual you will find equipment specific sheets that will give you information about the equipment. Do not use any equipment if you are unsure of how it works, or it is not functioning properly. Please inform the Dining Service Manager right away.

## **Kitchen Layout**

When you walk into the front doors of the dining hall, you will notice that there are 2 entry ways for the kitchen, one bypassing the great hall and the other going immediately into the kitchen.

On the right side is the food service counter as well as cupboards that hold serving dishes, pitchers and cups/mugs. There is a stainless-steel table located in the middle of the immediate room, this is where most food prep will occur. On the left side is a sink. This sink is NOT meant for washing hands. The purpose of the sink is for soap and other mopping needs. Next to the sink, is a stainless-steel table, that is used for food prep for specific allergies. DO NOT TOUCH THIS SECTION. Cross contamination is a very hard and potentially fatal problem amongst the kitchen. To the left of the table is a metal shelving that will hold the microwave and other smaller trinkets. Continuing to the left are two ovens with stovetops, where most of our food will be cooked and/or baked. Straight ahead would be another sink used for handwashing dishes and the dispersal of soap and other chemicals. To left of this sink is our Ecolab Dish-Machine. This is where our dishes will be placed after done eating, washed off with the hose, and then placed into the machine to get thoroughly cleaned.

Heading into the back of the kitchen, you will see an open door to the left. Right besides this would be our handwashing sink. This should be the only sink in the kitchen used for washing your hands, unless authorized by the Dining Service Manager. The door to the left of this leads into one of many back rooms. This room contains the refrigerator, freezer, and more metal shelves holding a wide variety of pots and pans, snacks, and plasticware. To the left is a bedroom, where the Dining Service Manager will stay. Straight back, would be the Supply Storage Area. This is where you will find any, and almost all, cleaning supplies. Into the Supply Storage Area there are two doors. The one to the right is another bedroom where the Kitchen Assistants will sleep. The door to the left is the office for the Dining Service Manager. Stepping into the Dining Service Manager's office, to the left will be a door that leads back into the back hallway of the kitchen. In that hallway there is a door to the left where the walk in freezer and other food pantry options reside. DO NOT LEAVE THE WALK IN DOOR OPEN. Heading back towards the main kitchen there are additional refrigerators and freezers, as well as a staff bathroom.

## **Kitchen Tools/Utensils**

### **Policy:**

Kitchen tools and utensils will be cleaned in the dish machine or three compartment sink and sanitized following the procedure outlined below. This should be done as needed during the workday.

### **Hazard Analysis Critical Control Points (HACCP) Guidelines:**

#### **When to sanitize:**

1. After each use.
2. Any time you begin working with another type of food.
3. Any time you are interrupted during a task and the tools or items you have been working with may have been contaminated.
4. At four hour intervals, if the items are in constant use.

### **Procedure:**

Follow procedures for using dish machine or 3-compartment sink. All utensils/ tools must be air-dried.

## **Three-Compartment Sink**

### **Policy:**

The three compartment sink should be filled immediately at the beginning of food preparation. The assigned equipment and utensils should be washed using the procedure listed below.

### **Procedure:**

#### **Fill three compartment sink as follows:**

Fill compartments to marked "fill" lines as follows:

1. Wash water on left; rinse water in center; sanitizing solution on right
2. Add recommended amount of detergent to left side wash water and sanitizing agent to right side sanitizing water.
3. Rinse away or scrape food into garbage containers.
4. Soiled utensils / pots and pans are stacked on the left drain boards.
5. Clean items are stacked, allowing for proper drainage, on the right drain board.
6. Use a thermometer to measure water temperature (at least 110°F).

#### **Cleaning and sanitizing in a three compartment sink:**

1. Rinse, scrape, or soak all items before washing.
2. Wash items in the first sink in a detergent solution with a water temperature of (at least) 110°F – Use a brush or a nylon scrub pad.
3. Replace the detergent solution when the suds are gone, or the water is dirty.
4. Immerse items in the second sink, using water at least 110°F
5. Immerse items in the third sink in chemical-sanitizing solution, at a temperature of 180°F for at least one minute.
6. Air-dry all items.

## **Dish Machine Washing**

### **Policy:**

The dish machine should be turned on at the beginning of food preparation. Dishes and utensils should be washed after food preparation and after each meal service. A temperature check is done daily by the head cook or her designate and recorded in the temperature log.

### **Procedure:**

1. Make sure detergent and sanitizer dispensers are properly filled.
2. Fill tanks with clean water.
3. Temperature of the dish machine should be between 165-180°F.
4. Scrape, rinse or soak items before washing.
5. Load racks correctly and use racks designed for the items being washed.
6. Check each rack as it comes out of the machine for soiled items. Return soiled items to dish machine
7. Air-dry all items.
8. Keep machine in good repair. Report problems to supervisory staff.

## **Cleaning Stationary Equipment (Stove, Oven, Standing Mixer, and Standing Fridge)**

### **Policy:**

The standing mixer and stove top are to be cleaned manually after each use with a clean, damp towel using approved cleaning solution and sanitizer. The standing oven and fridge are to be cleaned weekly.

### **Procedure:**

1. Turn off and unplug equipment before cleaning (except fridge).
2. Remove food and soil from under and around the equipment.
3. Remove detachable parts and manually wash, rinse, and sanitize them, or run them through the dishwasher if permitted. Allow them to air-dry.
4. Wash and rinse fixed food contact surfaces, then wipe or spray them with a chemical-sanitizing solution.
5. Keep cloths used for food-contact and nonfood-contact surfaces in separate, properly marked containers of sanitizing solution.
6. Air-dry all parts, and then reassemble according to directions. Tighten all parts and guards. Test equipment at recommended settings, and then turn it off.
7. Re-sanitize food-contact surfaces handled when putting the unit back together by wiping with a cloth that has been submerged in sanitizing solution.

## **Cleaning the Walk-in Refrigerator**

### **Policy:**

The walk-in refrigerator should be swept and mopped at the end of each workday. The shelves should be wiped free of debris using sanitizing solution weekly. Spills will be cleaned-up immediately using approved cleaning agent and sanitizer.

### **Procedure:**

1. Sweep the floor to remove all loose crumbs.
2. Use a scrub brush and full-strength detergent on extra-soiled areas to remove grease and dirt.
3. Soak the mop in a bucket of detergent solution and wring it out. Mop the area in a figure eight motion.
4. Remove excess water with a damp mop or squeegee, working away from the walls and toward the floor drain.
5. Rinse the mop thoroughly with clean water, using the same mopping procedure outlined in step 4 above.

## **Cleaning Toasters (gluten free and regular)**

### **Policy:**

Toaster(s) should be cleaned after breakfast and at the end of each day

### **Procedure:**

1. Only clean one toaster at a time to prevent gluten contamination.
2. Unplug.
3. Over a garbage can, remove the bottom tray and shake to dislodge crumbs from within the toaster.
4. Wash the bottom tray in the 3-compartment sink following those procedures.
5. Reinsert tray and set toaster on clean countertop.

## **Cleaning Gluten Free Waffle Iron and toaster**

### **Policy:**

Waffle iron will be cleaned after each use.

### **Procedure:**

1. Unplug
2. Remove any baked on batter or crumbs.
3. Wipe clean with soapy, wet towel. Wipe off with a wet towel. Let air dry and store.

## **Meat Slicer**

### **Policy:**

Meat slicer should be cleaned and sanitized after use. No one under the age of 18 or those that have not been properly trained should use the meat slicer. After cutting raw meats clean the meat slicer thoroughly. The meat slicer does not need to be sanitized when going from cooked meats to cheeses.

### **Procedure:**

1. Unplug.
2. Put the safety cover over the blade and lock the blade in place.
3. Remove the blade carefully.
4. Carefully wash the removable components in the 3-compartment sink or put through the dish machine. Let air dry and reassemble.
5. Wipe clean the stationary parts of the machine with approved cleaning agent and sanitizer.
6. Wash and rinse the area of the countertop on which the slicer sits, then wipe or spray them with a chemical-sanitizing solution.
7. Reinsert air-dried blade and safety cover.
8. Replace meat slicer storage cover.

## **Hand Care/Hand Washing/Glove Usage**

### **Policy:**

Hands should be washed using the proper hand washing procedure after the list of events below.

### **Wash hands after:**

- Using the restroom.
- Before and after handling raw food.
- Entering the work area.
- Touching the hair, face, or body.
- Sneezing, coughing, or using a handkerchief or tissue.
- Smoking, eating, drinking, or chewing gum or tobacco.
- Handling chemicals that might affect the safety of food.
- Taking out garbage or trash.
- Clearing tables or busing dirty dishes.
- Touching clothing or aprons.
- Touching anything else that may contaminate hands, such as unsanitized equipment, work surfaces, or washcloths.

### **Procedure:**

#### **Steps for proper hand washing:**

Step 1: Wet your hands with running water as hot as you can comfortably stand.

Step 2: Apply enough soap to build a good lather.



Step 3: Vigorously scrub hands and arms for at least thirty seconds.

Step 4: Clean under fingernails and between fingers with nail brush.

Step 5: Rinse under running water. Dry hands using single-use towel.

Turn off faucet using a single-use towel.

Step 6. Dry hands and arms. Never use an apron or wiping cloth to dry hands.

#### Hand care:

- Keep fingernails short and clean.
- Do not wear nail polish.
- Cover all hand cuts and sores with clean bandages and glove or finger cot.

#### Use of gloves:

- Gloves must never be used in place of hand washing.
- Gloves must be changed after washing hands and after handling food, they should never be washed or reused.

#### Change gloves if:

- They become soiled or torn.
- Before beginning a different task.
- At least once an hour.
- After handling raw meat and before handling cooked or ready-to-eat food.

## **General Personal Cleanliness**

#### **Policy:**

Kitchen staff should arrive to work after bathing, wearing the appropriate undergarments such as brassiere and underwear and wearing clean proper shift attire. A clean apron and hair net should be worn by staff member each day.

#### **Work attire:**

- Wear a clean hair restraint at all times while in the kitchen (hairnet or baseball-type cap).
- Wear clean, well-fitting clothing.
- Remove aprons when leaving food preparation areas.
- Wear clean closed toe shoes with a non-slip sole.
- Remove jewelry prior to preparing or serving food or while around food-preparation areas.

#### Use of other items:

- Never eat, drink, chew gum, or use tobacco in the kitchen area.
- Drinks are only allowed if they are in a covered container with a straw. Drinks are not to be kept in the food prep area.
- If tasting food is necessary, place sample in a separate dish and taste with a clean disposable utensil.

## **Food Storage**

### **Policy:**

All food should be stored immediately upon delivery. After all food is prepared it should be labeled with the day/month/year and should be kept no longer than 5 days.

### **1. Refrigerator Storage**

#### **Procedure:**

- Before storing or using food always do the following:
- Rotate inventory. Use the oldest inventory first.
- Discard food that has passed the manufacturer's expiration date: ready to eat food that has been prepared in house can be stored for up to seven days at 38°F.
- Check temperatures of stored food and storage areas at the beginning of each shift and record in temperature log. See appropriate forms in P/P Manual.
- Store food only in designated containers/storage areas.
- Keep all storage areas dry and clean.
- Clean dollies, carts, transporters and trays weekly or as needed.

#### **Recommended top-to-bottom storage of raw foods in the refrigerator:**

On bottom:	Poultry
2nd level:	Ground beef
3rd level:	Whole meat
4th level:	Whole fish
Top level:	Cooked and ready to eat foods

### **2. Freezer Storage**

- Check unit temperatures daily and record in temperatures in logbook.
  - See appropriate forms in P/P Manual.
- Document corrective action for any abnormal temperatures and notify the supervisor.
- Keep freezer temperatures at 0°F.
- Place frozen food delivery in the freezer as soon as they have been inspected.
- Clean freezer at the beginning of camp and defrost at the end of camp or as needed.

### **3. Dry Food Storage**

- Before storing or using food always do the following:
- Rotate inventory. Use the oldest inventory first.
  - Discard food that has passed the manufacturer's expiration date
- Store food only in designated containers/storage areas.
- Keep all storage areas dry and clean.

## **Reporting Illness and Injury**

### **Policy:**

Kitchen staff must report illness or injury to the Dispensary immediately before working with or continuing to work with food. If staff becomes ill while working, they must immediately report their condition to the Dispensary. Dispensary staff at camp is available to assess and treat minor illness / injury.

Kitchen staff may not work if experiencing one of the following:

- Fever
- Diarrhea
- Vomiting
- Sore throat with fever
- Jaundice

Any cuts, burns, or open wounds should be covered with a bandage when working with or around food or food contact surfaces. Bandages should be clean, dry and prevent leakage from the wound. Waterproof, disposable gloves should be worn over bandages on hands.

## **Cleaning and Sanitizing Solutions**

### **Cleaning Solution:**

Commercial liquid soap and water will be used as a cleaning solution. Solutions will be mixed in pails, used as needed and discarded after each use.

### **Sanitizing Solution:**

A mixture of bleach and water will be used as a sanitizing solution in the following proportions:

2 quarts of water	to	½ tablespoon of bleach	in	spray bottles
1 gallon of water	to	1 tablespoon of bleach	in	pails

Solution must be left on surfaces for 30 seconds before being wiped dry.

## **EMERGENCY PROCEDURES**

No two emergencies are the same. While the various steps and suggestions outlined in these procedures represent the camp's guidelines, your own good judgment should be the final authority until you are able to contact assistance. The safety and well-being of the campers and staff ALWAYS comes first.

### **1. Fire**

#### **Guidelines:**

- In the event of a fire, the Camp Director will sound the emergency siren and coordinate emergency and rescue procedures. If the Camp Director is not on-site, a member of the Leadership Team will assume this role.
- If there is a fire, immediately evacuate all campers and staff to a safe area away from the roads and have them remain there. DO THIS FIRST; then notify the Camp Office, Dispensary, and Camp Manager.
- **Fire drills must be held within the first 24 hours of each session as prescribed by state law.** Fire drills will be coordinated by the Camp Director and Executive Director.
- Counselors stay with campers for whom they are responsible at the time and take head count of those campers.
- Dispensary staff members will ensure that diabetes emergency kits are on-hand where campers and staff are gathered.

#### **Signal:**

Blasts of the siren (located on the porch) is 'the signal.' When the signal is heard, assemble campers. Contact the camp office by cell phone, walkie talkie, or runner to let them know you've heard the signal and to receive any instructions. When the alarm sounds, the Camp Director will be placing a phone call to the pool. The Aquatics Supervisor or Lifeguard at the pool will notify the lake, archery and ropes areas of the emergency. If a program area has not been contacted within 5 minutes, runners will be sent, and contact will also be attempted by walkie-talkie and cell phone.

#### **At sound of the emergency siren:**

Stop all activities, assemble all campers in a buddy line and count to be sure all the campers and staff are present. All persons, if possible, should have shoes on their feet. Proceed quickly and quietly to the following emergency destinations. Upon arrival, do another head count and report the number of campers and staff present to the person in charge. Keep the campers quiet and calm and wait for further instruction.

If the fire prevents you from reaching your emergency destination, use good judgment. Stay put so an administrative staff can reach you OR exit quickly, using the safest route, to the pavilion. Wait at the pavilion for assistance.

If possible, the dispensary staff will bring first-aid kits and diabetes supplies.

## **Emergency/Fire Destinations**

1. All camper responsible staff in non-emergency areas will go with campers to the following emergency stations:
  - Great Hall - Go to Bear Garden
2. All kitchen personnel should report to the Pavilion for guide assignments and other necessary assignments as designated by the person in charge.

## **2. Weather Emergency**

During threatening weather, Camp Director will monitor the radio and/or television weather station. In the event of a Severe Storm or Tornado Warning or the appearance of threatening weather conditions, the Camp Director will:

1. Sound Emergency Siren
2. Campers and counseling staff will proceed to the following designated areas:
  - Kitchen- Dispensary

All persons will remain in shelter until Camp Director ascertains the weather problem has passed and sounds all clear on the Siren. If the Camp Director is off-site, the Manager of Camper Experience will assume this role.

## **3. Earthquake**

Most campers are well rehearsed in earthquake “duck-and-cover” drills at school. Have campers move away from windows and “duck and cover” under beds, tables, or stand in braced doorways. If possible, the Camp Caretaker will shut off the electrical system until the building is checked and attempt to stop any water leaks. Stay in your area if it seems safe. Calm the campers and provide program activities (singing, stories, etc.) until help arrives.

## **4. Utility Failure**

### **Water:**

Camp’s water source is a well.

1. Should a major leak/break in the line occur in your area, the Camp Caretaker or Custodian will shut off the water. If the Caretaker or Custodian is not available, the Camp Director will shut off the water and notify the Caretaker by cell phone. The Caretaker will notify Camp’s contracted plumbing company.
2. In the case of water failure, handwashing stations will be placed throughout camp, and the Camp Director will confer with the Dispensary and Dining Hall Manager on figuring the next meal out.

## **Electrical:**

### General Guidelines:

- A power loss may occur from sources inside or outside the camp.
  - An electrical fire must be dealt with immediately. Call 911.
1. **Lack of Power:** The Camp Director or Camp Caretaker will check the circuit breakers. A “tripped” breaker will be positioned midway between on and off and may have some red showing.
  2. **Electrical Fire:** Sound siren and divide duties. Assemble and evacuate all campers, notify camp office while staff fight the fire. Never use water on an electrical fire. Use a fire extinguisher or baking soda. Try to turn off the circuit breaker.

## **Meal Service**

Meals are served at the following times:

8:15am	Breakfast
10:30am	Morning Snack
12:20pm	Lunch
3:30pm	Afternoon Snack
6:00pm	Dinner
9:15pm	Evening Snack

Kitchen staff eat after each meal has finished. Leadership team eats at the meal or with the kitchen staff depending on what is happening.

## **Forms**

The **Receiving Temperature Log** is used to track deliveries to make sure the temperature we are receiving food is within the acceptable temperature and not in the danger zone. These sheets should be kept for a year.

The **Temperature Log** is a record of the fridge and freezer temperatures that is taken 3 times a day. This can also be used to see if a fridge or freezer is not working correctly. There is an action plan on the back of the temperature log if a temperature is not in the correct range. This could be due to putting an order away or a box holding the lid open on a freezer. These sheets should be kept for a year.

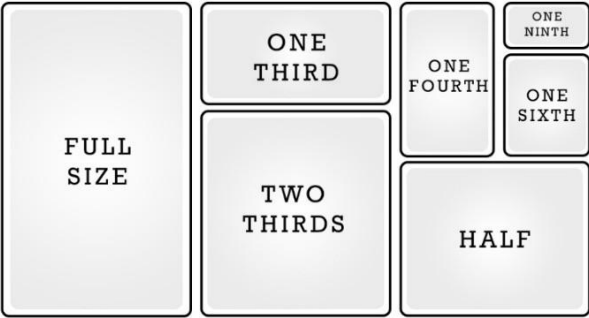
The **Daily Sheets** is a record of the amount of food prepared, the temperature it was cooked to and what was left over in the kitchen as well as the weight of waste that is out of the dining hall. This sheet should be completed at every meal and kept for a year.

The **Special Diets Form** is used as an aid to help ask questions about the campers dietary and allergies. This should be completed at the first meal so that the special diets cook can plan the alternatives for the rest of the session.

You can find a copy of each of these forms at the end of this manual.

## Glossary of Terms

The following terms may be used in any of the recipes. If you do not understand a word used in the method of preparing the recipe, you may find the description of that term here.

Al Dente	To cook an item until tender and soft. This term is mostly used when cooking pasta or vegetables
Blanch	To cook 80% of the way (usually in boiling water or a deep fryer)
Boil	To cook an item in boiling water
Chef's Knife	The most common knife in the kitchen with an 8" to 12" blade
Chop	To cut food up into the same size
Colander/Strainer	A bowl that has holes in so you can drain pastas and vegetables from boiling water
Convection oven	An oven that uses a fan to help blow the hot air around food to cook faster than an oven
Date/Dating	When asked to date an item use the painters tape and write what it is and the date it was prepared
Food Processor	A machine used to chop/slice foods with different blades for the various tasks
Inserts	<p>Inserts are what most hot food is served in. They come in different sizes and depths.</p> <p>Sizes are beside and Depts are 2", 4" and 6" Most common in the kitchen is full and half</p>  <p>The diagram illustrates various sizes of food inserts. On the left is a large rectangle labeled 'FULL SIZE'. To its right is a smaller rectangle labeled 'ONE THIRD'. Below 'ONE THIRD' is a rectangle labeled 'TWO THIRDS'. To the right of 'ONE THIRD' and 'TWO THIRDS' is a column of three smaller rectangles: 'ONE FOURTH' at the top, 'ONE SIXTH' in the middle, and 'ONE NINTH' at the bottom. To the right of 'TWO THIRDS' and 'ONE SIXTH' is a rectangle labeled 'HALF'.</p>
Griddle	Flat-based gas radiant heated metal top used for the cooking of foods. Mostly used to cook or grill sandwiches, eggs, French toast, pancakes, or the browning of ground meat
Sauté	To cook food in oil in a frying pan or on the griddle
Serrated Knife	Used to cut breads, it has tiny teeth that are sharp to cut through.
Simmer	Just below boiling, its best to simmer food than boil them
Stock Pot	A large pot that has tall sides and is used for sauces, soups, or cooking pasta
Whip	To beat foods, usually in the mixer which incorporates air into the product

Thank You