

#4.6**PROCEDURES FOR USING THE KITCHEN**

- A. To reduce the risk of food-borne illness, do not allow any children or adults in the kitchen if they are not working. This must be strictly enforced.
- B. Stoves, refrigerators, freezers, dishwasher, ice machine, and coffee makers ARE NOT to be used, except with special permission.
- C. **Food Handling:**
 - 1. Wash hands before working in the kitchen.
 - 2. Gloves MUST be used when cooking or handling food.
 - 3. Foods placed in refrigerator or freezer and NOT labeled with description and date will be discarded.
 - 4. Any food not labeled for a specific group is available to any group.
- D. **Maintaining the Kitchen:**
 - 1. Fan above stove must be turned on when cooking and turned off before leaving.
 - 2. Work tables, counters, and sinks MUST be clean and orderly.
 - 3. Dishes, pots, pans, and utensils washed, dried, and returned to storage positions.
 - 4. Countertops and sinks washed, sprayed with sanitizer/cleaner and then dried with a paper towel.
 - 5. Stovetops washed clean, oven wiped clean.
 - 6. Microwave and refrigerator wiped clean of spills and spatters.
 - 7. Kitchen floor swept clean.
 - 8. Supplies and equipment returned to their proper places.
 - 9. All tables and chairs wiped clean.
 - 10. All recyclables placed in recycling can.
 - 11. Trashcan bags tied and taken to the dumpster to prevent sour odors.
 - 12. Trashcans relined with proper size bags.