

Community Kitchen Guidelines – For ALL Users

Welcome to our shared kitchen. Please follow these guidelines to help us be a safe and clean place for all users.

Preparing Yourself to Cook

1. Listen, speak softly and respect other users of the larger cafeteria space. Please keep your work limited to the community kitchen area as much as possible.
2. Wash hands well before starting project and if you leave and later return to the kitchen. Wash your hands anytime they become self-contaminated (such as after sneezing, coughing or using the bathroom). You must wash your hands once in the restroom and **again** at the hand wash sink.
3. If you are sick (have a cold, fever, vomiting or diarrhea), DO NOT participate in food preparation.
4. Tie back long hair or wear a hat or head covering while cooking.
5. Do not handle food or clean with open sores or cuts on your hands. Thin plastic gloves are provided for you to use in this situation. (See inventory for their location).
6. Pull up or roll up your sleeves to prevent your clothing from contaminating the food.
7. Wear a clean cloth or disposable apron (if aprons are available). You must take off your apron before going to the restroom.
8. Wipe all work surfaces with a bleach wiping cloth (this will be prepared by the Adult Supervisor).

Food Preparation

1. Use knives only on cutting boards (no wood boards may be used in our kitchen).
2. Students may use stove, oven, griddle and other electrical appliances only with direct adult supervision.
3. If you are preparing food to be used later, cool it as quickly as possible before putting it into storage containers. See the Food Handler's Manual for directions on this.

4. If any food allergies are present in the group, please avoid cooking any of these allergic foods. Special cutting boards, knives and spreaders have been marked for peanut use only.
5. For fresh produce refer to **Serving Foods Grown in School Gardens** section.

Cleaning Up/Taking Home

1. Leftovers are packed to go home including ingredients used in preparation (except standard kitchen staples). Please do not leave any leftovers in the refrigerator at the end of the day—they will be thrown away. You may top off the container of staple materials (flour, sugar, etc) but if there is not room in the container do not leave behind these items. Do not leave behind open containers of ingredients anywhere in the kitchen as they attract mice.
2. Clean up must be complete at the end of the cooking project. Clean up is everyone's responsibility and we all stay until the job is well done. You may not leave items to clean up later in the day. Clean up includes:
 - a. Wash used items in the sanitizer.
 - b. Put clean items away in the labeled cabinets or drawers, or return them to the Cafeteria Storage Room. Do not leave items to dry in the kitchen.
 - c. Wipe the counters with the bleach wiping cloth. Run through the sanitizer and hang them to dry on the Community Kitchen rack or over the counter in the Community Kitchen.
 - d. Clean up any spills or debris on the floor.
 - e. Close up the cafeteria kitchen according to the guidelines for **Using the Cafeteria Kitchen** in the following section.

Questions or comments? Please contact Cindi Carrell, 503-232-0880, a parent volunteer.

Adult Supervisor Guidelines

Thank you for working with our students. In addition to following the **Kitchen Guidelines**, please also follow these extra steps as the adult supervisor.

Plan Your Project

Planning your project will help it be successful and less stressful for you and the students. Past experience cooking with kids has taught us the value of a little planning.

1. **Know what you will make.** Work with the teacher to plan a menu or item to cook. Consult with Mia Meyer, Art and Garden Teacher, if you plan to harvest from our school gardens. For serving freshly harvest fruits and vegetable, please see the guidelines that follow.
2. **Calendar it!** Make sure you (as teacher or parent volunteer) put the cooking date and approximate time onto the Kitchen Calendar in the Community Kitchen¹. (If you later change the project date or time, please update the calendar.) If the cooking is a major project outside the regular school day or a special event, you may need to file a Civic Use of Buildings form – talk the principal if you think this might apply.
3. **Alert Mona!** Let Mona in the cafeteria know the date. Please be flexible if she needs you to schedule for another time or day.
4. **Check your staple ingredients.** We have on-site flour, white and brown sugar, rice, spices, soy sauce, oil and vinegar. You may use any of these items but please update the Inventory log if you deplete an item enough so that someone else could not use it next time. If you need additional ingredients it is your responsibility to purchase them or have them donated, and to take them home at the end of the project. **Please do not leave miscellaneous ingredients behind** – we do not have the space to store them properly. You may not use food or items from the Nutrition Services kitchen.
5. **Plan where to store your perishable ingredients.** The Community Kitchen refrigerator/freezer is very limited. Please do not use the cafeteria kitchen refrigerator for long term storage. Ideally perishable

¹ The Community Kitchen is the cooking area in the main room of the cafeteria. The cafeteria kitchen is the kitchen used by Nutrition Services for preparing student meals. We use the sink, sanitizer and storage room of the cafeteria kitchen as they are available within Nutrition Services' schedule. Please respect the important job that Mona does to serve breakfast and lunch to our students and help make it a good relationship. Be courteous and flexible.

items should arrive the day of your cooking project and be stored only until you need them later that day.

6. **Check your tools.** We have a wide variety of sturdy kitchen tools in the Community Kitchen and in the cafeteria storage room. Consult the inventory if you do not readily find what you need. If you do need additional tools to help in your project please bring them in and take them home at the end of the project. You may not use items from the cafeteria kitchen. Our storage is very limited. Please sanitize tools brought from home before using.
7. **Plan the steps of the project.** Think about using either an assembly line or workstation process to give everyone a significant role in the project. Small groups pulled out from the classroom can also work well for younger students or if you are the only adult supervising the project. Good planning makes a project safer and fun for all. If you are increasing a recipe (doubling or tripling it) – have a student rewrite the recipe measurements. Plan how you will set up for the project and clean up. Leave plenty of time for clean up.
8. **Make a copy of your Food Handler’s card.** We would like to encourage all teachers and volunteers to have a current Food Handler’s card and add a copy of it to the box on the shelf.

Doing the Project

1. If you will be using the stoves or electrical outlets, knives or refrigerator during the project, get the key from the office.
2. Make sure any adults joining you on your project review these guidelines and put a copy of their Food Handler’s card into the file.
3. Open the door between the cafeteria kitchen and the Community Kitchen so participants can wash their hands without having to touch the door handle.
4. Make sure you, all volunteers and students wash their hands prior to handling food or food prep items. Hand washing should be done in the hand wash sink in the cafeteria kitchen. Send 2 students at a time. Alternately students may wash their hands in the bathrooms if they avoid touching the sink handles and doors with clean hands (use a paper towel).
5. Please closely supervise younger students using knives. Table knives can work well for cutting softer fruits and vegetables. We have crinkle cutters that are good for younger students.

6. Wipe all work surfaces with a bleach water wiping cloth before starting project. Make a mix of bleach water before beginning your project.
This is the job of the adult supervisor.
 - a. Bleach is located below the cafeteria kitchen dishwasher to the left in a white pan. Use the bleach bottle, red bucket and wiping cloths marked Community Kitchen.
 - b. Only the adult supervisor handles the bleach.
 - c. Mix one capful or 1 tsp of bleach into 1 gallon of warm water (Test strips to test if dilution is correct are in the marked drawer. You should match the color for 50 ppm). Too much bleach is not good.
 - d. Check bleach solution every hour for correct pH. Change bleach solution after 4 hours.
7. You may use cafeteria tables for overflow workspace but please wipe down first. Most prep work should be done in the Community Kitchen area. If you cook in a classroom, please wipe all surfaces that will be used following the above procedures. Keep the bleach wiping cloth and bucket in the room while you cook to clean up any contaminated areas. Do not wash hands in the bleach water and avoid splashing the water.
8. Clean up spills immediately.
9. You or your adult helpers are responsible for directly supervising students using the stoves, oven, griddle and other electrical appliances.

Cleaning Up

1. Along with the general guidelines, students in K-2 grade should not use the sanitizer or go into the cafeteria kitchen except to wash hands or wash produce. Students must be supervised by an adult (besides Mona) while in the cafeteria kitchen. Small groups of students work better in the cafeteria kitchen than a large group.
2. Refer to the section **Using the Cafeteria Kitchen** for instructions on using dishwasher.
3. As the Adult Supervisor it is your responsibility to ensure clean up is complete. Please log out of the Community Kitchen when your project is complete and note any lost or broken items or depleted ingredients on our Inventory Log.
4. Turn lock the refrigerator and knife drawer.
5. Turn off the power at the lock boxes and return the key to the office.

Troubleshooting

1. If you lose power using either the Community Kitchen or cafeteria kitchen call for the custodian. Do not turn the circuit breakers on or off yourself.
2. Fire extinguishers are located near the cafeteria water fountain and outside the cafeteria doors.
3. If a student or volunteer is injured during a project contact the office to report the injury and to seek assistance. The custodian will handle any blood incidents following blood-borne pathogen protocols.

Thanks and enjoy your project!

Questions or comments? Please contact Cindi Carrell, 503-232-0880, a parent volunteer.