



Kitchen Management Agreement

Last Updated 4/3/2012

The Girl Scouts of Minnesota and Wisconsin River Valleys consider the person who will be in charge of food service and the kitchen at the event, to be the **Event Kitchen Manager**. That person is responsible for completing this Agreement and other required paperwork, and for ensuring the food safety and sanitation standards described in this manual are followed. The Event Kitchen Manager will need to review all, sign and return to the Girl Scout office at least 1 month prior to kitchen use.

I understand the following:

1. The Event Kitchen Manager must be present and accessible at all times food prep or cleaning is happening.
2. It is **highly** recommended that when cooking for large groups or more than one troop, at least one adult is certified in a food safety course, typically this is Serv Safe. More information on course offered can be found on the Minnesota Department of Health (MDH) website:
<http://www.health.state.mn.us/foodsafety/index.html>
3. If the Event Kitchen Manager is not ServSafe certified, they must complete the free online training videos and review the companion guide prior to the planned event. These materials do need to be reviewed annually. The video and companion guides can be found online at:
<http://www1.extension.umn.edu/food-safety/courses/online/cooking-safely-for-a-crowd/>
4. Authorized personnel are the only ones allowed in the kitchen. Only those directly responsible for preparing and serving meals are authorized personnel and typically this should be adults, not children.
5. Anyone under 18 in the kitchen need to be directly supervised (1 adult to 1 girl ratio) in all cooking or cleaning activities.
6. Closed toed shoes must be worn by anyone in the kitchen for safety.

Groups and individuals may have different ideas about food safety and sanitation than the ones described in this manual. Groups that use the kitchens at camp for group cooking, must practice the standards listed in this document and in the trainings mentioned.



(Reviewed and Completed by Event Kitchen Manager)

I understand, that as the **Event Kitchen Manager**, I am responsible to be present during the entire event, and to enforce the safety and sanitation standards as described in this document and trainings. If my group does not complete the required paperwork, and practice these standards, we may not be allowed to use the kitchen in the future.

Group Name_____

Director or Leader of your Event_____

Name of *Event Kitchen Manager*_____

Phone Numbers for *Event Kitchen Manager*_____

Signature of the *Event Kitchen Manager* _____

Date signed_____

(Completed by Camp Staff)

Kitchen checked by_____

Date checked_____

Recommendation for future use_____



Kitchen Check List

The *Event Kitchen Manager* must check each item on this list throughout and after the event and must leave this checklist in the camp kitchen at the end of the event along with a completed evaluation. Kitchen staff refers to anyone working in the kitchen.

- ___ Kitchen staff washes their hands before working in the kitchen, after using the bathroom, and often during preparation and serving.
- ___ Kitchen staff wears a clean apron at all times.
- ___ Kitchen staff wears some type of hair restraint such as a hat, bandana, hairnet, hair-tie or other device to keep hair out of the food.
- ___ Kitchen staff uses disposable gloves when touching ready-to-eat food, mixing food, serving food, or clearing tables.
- ___ Kitchen staff stores coats, purses and other belongings away from food preparation areas.
- ___ Kitchen staff does not eat or drink in food preparation areas.
- ___ Sanitize kitchen counters and tables before the group begins to cook, and again before the group leaves the kitchen area. In like manner, sanitize dining tables before setting the table and again after clearing the table.
- ___ Hold clean or filled cups and glasses by the sides or handles rather than by putting fingers into or on rim of the containers.
- ___ Store all leftovers appropriately and please take all food with you after your event.
- ___ Wash all dishes, utensils, pots and pitchers, trays and cookware in the dishwasher.
- ___ Hand wash encrusted pans and utensils and then wash them in the dishwasher.
- ___ Hand wash coffee maker and food thermometers.

Before your group leaves:

- ___ Wipe each refrigerator with damp clothe and sanitizer.
- ___ Check all drawers before leaving: handles of utensils and silverware should all face the same direction and be placed in the correct drawers, as marked.
- ___ Turn dishwasher off, drain all water from the dishwasher, remove food particles from the dishwasher drain, and squeegee all flat surfaces of the machine and drain boards. Turn off dishwasher fan.
- ___ Clear pantry counters of leftovers and personal belongings.
- ___ Clean oven and remove any spills.
- ___ Wipe stove burners and grill clean. Follow grill cleaning instructions.
- ___ Empty and clean drip pans below burners and grill.
- ___ Complete Kitchen Condition Report to document breakage, pests, equipment problems and supplies needed.

Signature of the *Event Kitchen Manager* _____

Date signed _____



Kitchen Condition Report

Kitchen Used _____

Date kitchen used _____

Name of group using kitchen _____

Event Kitchen Manager _____

Describe the condition of the kitchen when you arrived for your event.

Describe any breakage so repairs or replacements can be made.

Did you notice any insects or pests? If so, please describe.

Describe any drain that needs attention.....consider leaks or drain flow.

Describe any equipment operation that needs attention.

Do you have any other comments about the kitchen, its equipment, kitchen standards, or other topics that could be useful to us or to others using the kitchen?



Kitchen Food Safety and Sanitation Standards

Kitchen Volunteer health and hygiene

Prior to the event, the *Event Kitchen Manager* should instruct all of the kitchen workers for the event to do the following:

- Do not come to work if you are sick with a contagious illness such as influenza (chest cold and fever), have a bad cold or symptoms of a stomach ailment (diarrhea or vomiting), or if you have had diarrhea or vomiting in the past 72 hours. Please call the *Event Kitchen Manager*, if you are ill and cannot attend, or if you are unsure whether you should stay home.
- Dress in layers so you can remain comfortable during your work shift.
- Remember to bring any medications or reading glasses that you may need.
- Come to work in the kitchen wearing clean clothes.
- Bring some kind of hair restraint to wear in the kitchen. This can be a hair net, scarf, cap or hair-tie that will keep hair neatly in place and out of the food.
- If you have long, polished fingernails, consider trimming your nails and removing nail polish. If you come to work with polished nails, you will be required to wear gloves at all times.
- Wear comfortable close-toed shoes. For safety and sanitation reasons, sandals and other open-toed shoes should not be worn by kitchen workers. You must wear shoes in the kitchen.

Food safety standards

Kitchen food safety standards are based on those in the *USDA Kitchen Companion* booklet that can be downloaded above to each *Event Kitchen Manager*. We ask all kitchen workers to remember that safety and sanitation should always come first when making work decisions in the preparation, dishwashing or dining room areas. This will keep food safe and avoid accidents.

Follow the guidelines in the *Kitchen Companion* to:

- Keep food and work areas **clean**.
- Prevent **cross-contamination**.
- **Cook** each food to its appropriate doneness temperature. Use a thermometer.
- **Chill** and **store** food safely.

Please read the *Kitchen Companion* to read about food safety practices in each of these areas. To ensure that the food you prepare and serve in our kitchen is safe, we would like kitchen workers to pay special attention to the following information:

- Always wash hands with soap and warm water for 20 seconds before beginning food preparation, after handling food, or changing from one task to another (e.g., cutting meat to cutting bread) and after using the bathroom.
- Cover hands with a bandage and a clean glove at all times if you have a cut or infection on your hands.

- Wash, rinse and sanitize cutting boards, serving dishes and countertops after preparing each food item and before you go onto the next item.
- After cutting raw food, wash cutting boards, knives, and countertops with hot, soapy water and sanitize them.
- Always use a clean cutting board for food preparation. Use different cutting boards for raw meats (red), veggies (green), and cooked foods (white).
- **Use a food thermometer** according to the instructions found in the thermometer case and in the *Kitchen Companion* on page 18. See page 19 of the *Kitchen Companion* for a safe food temperature chart.
- Serve foods in small containers, using a clean container to refill supplies from the oven, saucepan or refrigerator. Keep hot food hot (140°F or above) and cold food cold (40°F or below).
- Remember the **2 hour rule**. Perishable food should never be left in the temperature *Danger Zone* (between 40°F and 140°F) for more than 2 hours. This includes both hot food and cold food. If it's been more than 2 hours (or 1 hour in temperatures above 90°F) – discard the food.
- Store ready-to-eat food (bread, salad, cake) on the highest shelves in the refrigerator. Store raw meats and poultry on the lowest shelves.
- Before the event, read the information on safe thawing and storage.
- Allow foods to rest after microwave cooking for the recommended time. This will allow food to complete the cooking process.

Kitchen and equipment use, maintenance and cleaning

The *Event Kitchen Manager* is expected to enforce these standards. The *Event Kitchen Manager* should familiarize him/herself with all drawers, cupboards and pantry shelves before using the kitchen, so questions about where utensils are located and where they should be returned can be more easily answered.

Sanitizing Spray

- Put 32 oz. cold water into spray bottle.
- Using the measuring spoon attached to the bleach bottle, measure 1 Tablespoon bleach and mix with the water.
- Rinse the spoon in clean water and re-attach to bleach bottle.
- Effectiveness of spray does not last during long storage; throw away leftover spray before your group leaves.

Sanitizing Counters and Tables

- Spray kitchen counter and work surfaces before you begin cooking and again before your group leaves.
- Spray tables before setting, and again before your group leaves.
- Leave counters and tables clean and empty when you leave.

Handwashing Sinks

- Hand washing sinks has: soap, nail scrubber and paper towels at each.

Three Compartment Sinks

- First sink should be a soap, hot water scrub.
- Second sink is a hot water rinse.
- Third sink is a chemical sanitizer.
- Follow directions posted to clean and sanitize.

Food Prep Sinks

- No dishes or soap should be used in food prep sinks.
- Dirty pans should be washed in the dishwashing area.
- If using grease or cooking greasy food (i.e. bacon) make sure you empty grease from pan into a can. Do not put down drain. Cool can and put in dumpster.

Dishwasher

- Follow the dishwasher instructions posted on the dishwasher.
- Wash all dishes, utensils, pots and pitchers, trays, cutting boards, and cookware in the dishwasher except the following:
 - Hand wash the coffee maker and coffee ground baskets. Tip uncovered pots upside-down for storage.
 - Hand wash food thermometers and replace them in their cases.
- Rinse all items before sending them through the dishwasher.
- Hand wash encrusted pans and utensils before sending them through the dishwasher.
- Replace dishes, cookware and utensils in their proper drawers and cupboards after **air drying**. Towel drying of dishes and pans is prohibited.
- Turn dishwasher off, drain all water from the dishwasher, remove food particles from the dishwasher drain, and towel dry all surfaces of the machine and drain-boards. Turn off fan.

Dishes, Silverware and Utensils

- Rinse and machine wash dishes, silverware and utensils.
- Store utensils and silverware in labeled drawers with handles facing in the same direction.
- Do not towel dry.
- All dishes, glasses, and silverware placed on tables need to go through dishwasher.

Cutting Boards

- Routinely, new cutting boards will be placed in the kitchens.
 - Do not use worn boards with hard-to-clean grooves.
 - Do not use glass cutting boards.
- Wash all cutting boards in dishwasher.
- Prevent cross-contamination by using cutting boards only for the purpose for which they are designated and by washing, rinsing and sanitizing in-between tasks.
- These are the different cutting board colors and their uses:
 - **Green:** fruits and vegetables
 - **Red:** raw meat, poultry or fish (wash & sanitize between foods/tasks)
 - **White or Clear:** cheese, bread, or cooked foods (wash & sanitize between foods/tasks)

Oven/Range

- The Event Kitchen Manager must make sure before the event that they know how to operate the burners and oven.
- Turn on exhaust fan.
- Burner covers are cast iron and cannot be removed.
- DO NOT blow out the pilot lights, these need to stay lit at all times.
- There are drip pans below the burners and the grill. The drip pan for the grill is a pull-out pan on the right side of the grill. Make sure they are scrubbed, dry and in place before you leave.
- ****Pull out tray under burners to clean.****
- Be careful opening doors as they may fall. Hold all the way down.
- Turn off exhaust fan when finished cooking.

Commercial Toaster

- To turn on you must plug in first.
- Turn on top only for muffins or bagels.
- Turn on top and bottom heat for regular toast. Warm unit before use. Leave guard on and drop bread in from top. Toast will drop out bottom to be buttered.
- Turn off and unplug when done using.

Warmer/Proofer

Proofing

- Vents are open
- Fill bottom plastic tray with water to cover the coils
- Humidity set around #8-#9, heat to #3
- Turn machine off
- Water should be gone, if not, empty plastic tray
- Unplug appliance

Warmer

- Vents are closed
- You do NOT put water in
- Heat set: #10, Humidity set around #2-#3
- This will keep food warm at approximately 140 degrees and there is a two hour max hold for food
- Turn off and unplug appliance

Commercial Mixer:

- Make sure it is unplugged and turned off.
- Wash all mixing parts before using.
- Insert mixer and make sure it is attached-pin in back and holes on the side.
- Accessories are located under the sheet pans.
- Do NOT plug I until everything is ready to go.
- Turn off when changing speeds.
- Level one: Low; Level two: Medium; Level three: High.

- Wash off mixer and all accessories.
- Cover when not in use.

Grill Use

- The griddle stays warm because of its pilot light. Do not put anything on it. Turn on exhaust fan before use.
- Don't put pots or pans on grill.
- Grills are designed for cooking foods directly on the surface (i.e. hamburgers, eggs, pancakes, hash browns, etc.)
- NEVER salt food on the griddle. This causes a gummy residue to build up and makes cleaning difficult.

Grill Cleaning

- Do not use water or detergents on the grill as this ruins the seasoning and may crack the grill
- After use clean griddle thoroughly with a spatula. Wipe off any excess debris from cooking process. Allow grill to cool slightly.
- Once excess debris is wiped off use the grill brick to clean surface while grill is still warm. This requires lots of sweat and some muscle!
- Run the grill brick straight up and down the grill (DO NOT go side to side or in circles as this scratches the surface). Wipe off grill brick black dust as needed with paper towel.
- Continue to clean with grill brick until the grill is shiny clean. If needed, spray some cooking spray on grill to lubricate as you are scrubbing.
- Once most of the heavy residue is off, you can switch to the grill screens provided to remove fine particles and shine the surface. Alternate screen and cleaning and wiping off with paper towel. Use cooking spray between these two steps.
- Once the grill is cleaned, be sure to wipe off all grill brick particles. Spray a light coat of cooking spray on the grill, wipe with paper towel to spread to all corners of the grill.
- Don't forget to take out and wash the grease tray

Steamer

- Turn on exhaust fan.
- Press on/off button.
- Steamer will fill with steam and will be ready when the green 'ready' light goes on.
- Be careful when opening door as steam will come out. Be careful with all foods as steam is very dangerous.
- When done, press on/off button to turn off.
- Let steamer cool down (15 minutes or more) with the door open and then wipe with paper towel. Shut door.
- Clean button on panel should not be used. This is for paid staff to professionally clean.
- For specific foods check the steamer manual for times and amounts. Usually it is used for pasta or rice. Pasta is cooked in the vented pan inside solid pan. Rice is cooked in the solid pan.
- 4 pounds of pasta will go in each pan. Cover with water and cook 10-15 min. or until done.
- Turn off exhaust fan when done.

Convection Oven

- Convection oven works by circulating air with a fan so cook times are shorter and temps lower than a regular oven.
- Turn on exhaust fan.
- Typically set temp to 50 degrees less than conventional oven or follow directions if provided for convection oven cooking.
- Typically cook up to 15 min. less per hour of cooking time or follow directions provided.
- Set temp on oven.
- When light goes on or read out says load it is ready to use.
- Cook on low for most items. High would be for casseroles.
- Product should be thawed prior to cooking-it will cook more evenly.
- Rotate product ½ way through cooking time for even cooking.
- Food does dry out more if overcooked.
- Do NOT cover with foil or anything else. It needs the air to cook.
- Turn off exhaust fan when done.

Pantry

- If you've forgotten something or need to borrow something you are free to use what is in the pantry. Please let us know what you do use if you use a lot.
- We stock basic spices and you are free to use any of these you'd like.

Refrigerator

- Clean any spills and each shelf of the refrigerator that you used with warm soap and water. (Check for spills on other containers and the floor of the refrigerator.)
- If it is difficult to clean the spills or remove any odor, be sure to mention this on the *Kitchen Condition Report*.
- Leave the thermometers in the refrigerators. They should register 41°F or below. It is unsafe to store food in the refrigerator if there is a higher thermometer reading.

Freezers

- Remove all leftover food from the freezers when you are finished with your event.
- Clean any spills before leaving. It is best to remove spills immediately with a damp cloth.
- Leave thermometers in the freezers. They should register 0°F or below.
- If it is difficult to clean the spills or remove any odor, be sure to mention this on the *Kitchen Condition Report*.

Ice Machine (not at all sites)

- Wash hands thoroughly and put on gloves before getting ice.
- Use only scoop to get ice out.
- Make sure to store scoop in lid.
- Wash scoop between meals.

Floor Care

- Floors should be swept between meals.
- Sweep very well at end of day or end of stay, make sure to get under all appliances and counters.
- Mop with hot water, especially spills and don't forget under counters and appliances.

Garbage Cans

- Be sure to keep lids on pans when not in use.
- Empty all garbage at the end of the day or when full, do not leave any in the cans overnight as this attracts critters.
- Recycling is located near the garbage dumpster.

Leftovers

- Remove or discard all leftover food, condiments, coffee, and other beverages.

Resources

Kitchen Companion

<http://www1.extension.umn.edu/food-safety/courses/online/cooking-safely-for-a-crowd/>

MN Department of Health Food Safety Resources

<http://www.health.state.mn.us/foodsafety/index.html>