



Kitchen Management Manual

Last Updated 7/2018

Girl Scouts of Minnesota and Wisconsin River Valleys considers the person who will oversee food service and the kitchen at an event to be the **Event Kitchen Manager**. This person is responsible for reviewing the Kitchen Management Manual prior to kitchen use, and for ensuring that all food safety and sanitation standards are followed.

I understand the following:

1. The Event Kitchen Manager must be present and accessible at all times when food prep or cleaning are happening.
2. It is **highly** recommended that at least one adult present in the kitchen has taken a food safety certification course. River Valleys recommends ServSafe at the \$15 Food Handler level, which can be found here: <https://www.servsafe.com/access/ss/Catalog/ProductList/22>.
 - a. More information on courses 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 companion guide prior to the event. These are found at: <https://extension.umn.edu/preserving-and-preparing/cooking-safely-crowd>
4. Only authorized personnel are allowed in the kitchen. Those directly responsible for preparing and serving meals are authorized personnel. Typically this should be adults, not children.
5. Any person present in the kitchen under the age of 18 needs to be directly supervised by an adult in all cooking or cleaning activities.
6. For safety reasons, closed-toed shoes must be worn in the kitchen at all times.

Some individuals or groups may have different ideas of food safety and sanitation practices, however, any group cooking in a River Valleys camp kitchen must adhere to the standards listed in this document and the trainings mentioned above.

Kitchen Checklist

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 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. Any food left in the kitchen after the rental period will be discarded immediately.
- ___ Wash all dishes, utensils, pots, 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.
- ___ Make sure pilot lights remain lit at all times.

Before your group leaves:

- ___ Wipe each refrigerator with damp cloth 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. If silverware is not kept in a drawer, it should be covered with a cloth.
- ___ Turn dishwasher off, drain all water, remove food particles from the 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.
- ___ Check to make sure pilot lights remain lit.
- ___ Check the warmer—make sure it is empty and clean.



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 can be made or replacements installed.

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 River Valleys 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 the kitchen workers for the event to please 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, 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. Sleeveless shirts or tank tops are not allowed.
- Bring hair covering to wear in the kitchen. This can be a hair net, scarf, or hat 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.
- Any rings or loose, dangling jewelry should be removed. If rings cannot be removed, gloves must be worn at all times.

Food safety standards

Kitchen food safety standards are based on those in the *USDA Kitchen Companion* booklet, which can be downloaded [here](#). 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**.
- Use a thermometer to determine whether food has reached its required **internal temperature**.
- **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.
- If you have a cut or infection on your hand, cover hand with a bandage and a clean glove at all times.
- Wash, rinse and sanitize cutting boards, serving dishes and countertops after preparing each food item and before you go on to 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, vegetables, and cooked foods.
- **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 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 oven and 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 all maintenance and cleaning standards. She/he should familiarize her/himself with all drawers, cupboards, and pantry shelves before using the kitchen in order to answer questions about where utensils are located and where they should be returned.

Sanitizing Spray

- Put 32 oz. cold water into spray bottle.
- Measure 1 Tablespoon of bleach and mix with the water. *Always add bleach to water, not water to bleach.*
- Effectiveness of spray does not last during long storage; throw away leftover spray before your group leaves.

Sanitizing Counters and Tables

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

Handwashing Sinks

- All handwashing sinks should have soap, nail scrubber, and paper towels.

Three Compartment Sinks

- First sink should be a soap and hot water scrub.
- Second sink is a hot water rinse.
- Third sink is a chemical sanitizer.
- Follow directions posted for cleaning and sanitizing dishes.

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 to empty grease from pan into a can. Do not put grease down any drain. Let the can cool and put in dumpster.

Dishwasher

- Follow dishwasher instructions posted on the dishwasher.
- Wash all dishes, utensils, pots, pitchers, trays, cutting boards, and cookware in the dishwasher except the following:
 - Hand wash the coffee maker and coffee ground baskets. Tip uncovered coffee 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 completely **air dried**. 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 squeegee all surfaces of the machine and drain-boards. Turn off all fans.

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.

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 must 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 near the edge. Make sure they are scrubbed, dry and in place before you leave.
- ****Pull out tray under burners to clean.****
- Be careful opening oven doors as they may fall open.
- Turn off exhaust fan when finished cooking.

Commercial Toaster

- Plug in toaster.
- 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 of the bottom.
- Turn off and unplug when done using.
- Wipe up any crumbs in or around toaster.

Warmer/Proofer

Proofing

- Ensure vents are open.
- Fill bottom 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 tray.
- Unplug appliance when finished.

Warmer

- Ensure vents are closed
- Do NOT put water in.
- Heat setting: #10, Humidity set around #2-#3.
- This will keep food warm at approximately 140 degrees. There is a two-hour max hold for food.
- Turn off and unplug appliance when finished.

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.
- Do NOT plug in 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 grill top stays warm because of its pilot light, do not set anything on it. Turn on exhaust fan before use.
- Do not 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 grill 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 after cleaning.
- 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.

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.)
- 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.

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 designated location, not inside the machine.
- 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 any spills. Don't forget under counters and appliances!

Garbage Cans

- Be sure to keep lids on cans 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.
- Any food left after your rental period will be discarded immediately.

Resources

Kitchen Companion

<https://extension.umn.edu/preserving-and-preparing/cooking-safely-crowd>

MN Department of Health Food Safety Resources

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