



KITCHEN JOB DESCRIPTION-June 2023

BASIC:

- Arrive at 5:30 pm. Please place your coats, etc. on the hooks behind the door.
- Pick up the key fob from the Director/manager office hanging on the side of the file cabinet.
- There are Family Promise aprons hanging by the door or in a basket on the shelving to use while in the kitchen. After using these, please place in laundry basket. There are 2 dishwasher aprons which are helpful.
- Before handling any food, wash your hands in the handwashing sink following the handwashing routine on wall. Dry hands with paper towel and put gloves on. You do not need to use gloves if you are operating the dishwasher or using knives to prep but your hands should be washed frequently.
- After using the bathroom, touching your hair, face or coughing you should remove gloves and re wash hands and get a new pair of gloves.

MAIN MEAL

The main meal will come from the Poverello Center, our commissary kitchen (transported by MIC staff) at around 5:30 pm Monday through Friday. You can take it out of the warming oven just before serving. Use the the food thermometer to record the temperature. After using disinfect using the appropriate wipes. Record the temperature of the food on the sheet on the refrigerator door. **Remember to turn the warming oven off after removing the food. Lids are provided to place over the pans to keep warm and moist.** Serving hours are from **6:00 pm until 7:00 pm. At 6:45, offer leftovers (see below)**

SALAD AND DESSERT PREPARATION

All salad supplies and desserts need to be purchased at a store or prepared in the kitchen here, per Health Department rules. All fruit and vegetables should be washed in the prep sink that is to the left of the refrigerator.

- There are bowls, knives, and utensils in the island in the kitchen for you to use. Cutting boards are stored next to the refrigerator.
- ∓ Family Promise will provide the salad dressings. These can be found in the refrigerator. If the squeeze bottles are empty, please wash them in the dishwasher and refill them.
- ∓ All food must be dated!!! We cannot use food that does not have a date on it.

DISHWASHER

All dishes, food serving items need to be washed and sterilized in the dishwasher. There are directions on the wall right next to the dishwasher, including shutting down. When you first arrive, start up the dishwasher following the directions on the wall. Use trays and silverware caddies appropriate for the dishwasher

- Turn dishwasher on - the master switch only
Run 3 cycles. Wait for green light each time before opening the door (the green light does not turn off the first cycle so listen for it to be done)

TRIPLE SINK

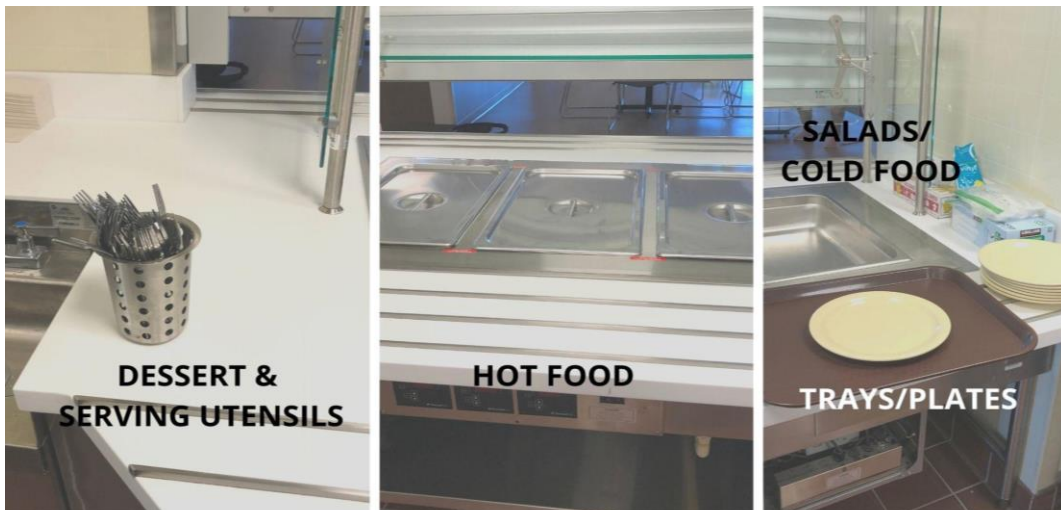
The triple sink is a dishwashing sink for oversized items such as cutting boards and is also used for sanitizing leftover containers when they come into the center. The directions are on the wall about how to fill the sinks. At times it will be necessary to soak pans using this water. Discard any food water into the dishwasher drain area in order to catch the food.

SET UP TO SERVE FOOD

Family Promise paid staff will deliver the food, temp it (*above 140 degrees*) and put it in the warming oven (next to the freezer) . Volunteers should turn on warmers and cold trays in the serving table using the master switches only and place the Poverello food in the hot trays. (Turn off warming ovens). The salads and cold foods should be placed in the right hand side. The switch to turn the cool tray on is below the serving area.



SET UP THE SERVING AREA



- ∄ Roll up the windows: by serving window and by cleanup window by dishwasher
- ∄ Wash your hands in the hand washing sink following the 20 second procedure outlined on the wall. If you are touching food, you will need to wear disposable gloves.
- ∄ Prepare salads/ fruit in the kitchen- use the food prep sink by refrigerator for cleaning any food.
- ∄ Residents are in charge of their own beverages
- ∄ SERVE from **6:00-7:00** (some families work until 6:30)
- ∄ Be cordial to all guests. You are encouraged to visit with them, greet the children, etc.
- ∄ Feel welcome to eat with guests after the bulk of folks are served,
- ∄ Note on sheet on refrigerator **any comments about meal** both good and bad and **number of people served**

- € On Fridays, your group is responsible for taking kitchen laundry and returning it.
- € At 6:45, notify guests of any leftover food. You can offer hot food and use the leftover containers found under the kitchen island. We cannot keep any hot food.

CLEANUP

- € Turn off food warmer master switch and cold/salad switch and warming oven.
- € At 6:45pm, invite guests to take extra food to store in their own refrigerators/ freezers. Make storage containers available when you pass food to them on a clean plate for them to prep. **We cannot bag up food for guests and/or distribute from FP Kitchen. There are leftover containers and boxes under the prep table.**
- € Salads and fruits can be stored for 24 hours and reserved the following evening. **WE CAN ONLY KEEP FRESH FOOD FOR 2 DAYS. ALL FOOD SHOULD BE DATED BEFORE YOU LEAVE. DISPOSE OF ANY FOOD THAT IS OUT OF DATE OR IS NOT DATED.**
- € Dispose of any hot food at the end of your night shift into compost bucket. Feel free to take any food home for personal consumption, feeding animals or personal compost.
- € Wipe the counter tops around the warmer area. The area should first be wiped with a wet cloth and dish soap. Follow up with the sanitizing spray which is found on the counter above the sinks and a clean cloth.
- € Feel free to scout around the dining area for empty dishes and trays to wash in the dishwasher,

DISHES

- € Guests will bring their dishes to the cart outside the window by dishwasher. Please scrape all food into the compost bucket and rinse all dishes before running them through the dishwasher. Use the silverware caddies for washing silverware in dishwasher.
- € Air dry all dishes, then return to the appropriate place. We cannot wipe the dishes, only let them air dry.
- € Wash the pans from the Poverello upside down in the dishwasher. Return 3 empty food pans to the black CAMBRO container to return to the Poverello.
- € Any cutting boards or things that don't fit should be washed in the triple sink, following the wash, rinse, sanitize procedure posted on the wall.
- € Shut down dishwasher **master switch** only
 - Turn dishwasher off and let cool for a few minutes
 - Align the water wands so you can access the drains
 - Remove horizontal screen
 - Remove plug to empty water
 - After you drain the dishwasher, remove the vertical screen.
 - Clean screens and put back in their spots
 - Clean the sink and its screens in the rinse sink
 - Use the Squeegie to wipe down the stainless steel counters on either side of the dishwasher
 - You will most likely need to scrub with dishwasher soap and metal scrubber for any starchy items.
 - Make sure the drain is cleared of all food items and that the drain sink is clean. Use dish soap if necessary

OTHER CLEANUP CHORES

- € Roll down window by the dishwasher and serving window
- € Sweep and Mop floor- broom, dustpan, mop and bucket are in the cleaning closet in the hall next to the door to the kitchen. Add one capful of cleaning liquid to the mop bucket. (the cleaning closet key is on the keyfob lanyard)
- € Rinse wash bucket and return to closet
- € Empty dirty water into the sink in the closet. Hang up the mop after rinsing it.

- € Take out trash from the kitchen (out front door and on the east side of the building)- Note: you can use the key fob to get back into the building when the door is locked.
 - *Empty the green compost bucket into the large green compost barrel next to the garbage cans.*
You can rinse the compost bucket in the closet sink.
- € Lock both kitchen doors before returning the key fob to office
- € Friday night shift should take the laundry home, which includes aprons, dishcloths, hot pads, etc. The laundry should be returned by the following Monday, if possible.

GUEST RESPONSIBILITIES

Guests are responsible for cleaning their eating area. You can encourage them to do that. Residents have specific chores for cleaning the common areas, including the floors, tables and chairs.