

**Holy Family Parish  
Family Life Center  
Kitchen Policy, Use and Cleaning Manual**

**Revision 1.0  
October 2009**

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# Family Life Center Kitchen Use and Policy Manual

## Purpose

The purpose of this policy is to define a consistent set expectations that all users of the Family Life Center kitchen must meet. These expectations apply to all users of the kitchen, regardless of whether they are Parish groups, Parishioners, caterers, or outside groups who have been granted use of the facilities. Failure to observe these policies will result in loss of kitchen use privileges by the parish group (or loss of deposit by outside groups).

## General Policies

1. All users of the kitchen are expected to attend a training session. The training session will include the following topics: 1) Proper use and operation of all Equipment, 2) Proper cleaning and sanitation of all equipment after use, 3) General food safety precautions.
2. Each parish group will designate a primary contact who will responsible for their use of the kitchen facilities.
3. At all times during the use of the Kitchen Facilities, The group will have someone on site that has completed the training session.
4. No children under the age of 12 may be in the kitchen.
5. No person under the age of 16 shall be allowed to operate any of the kitchen appliances.
6. Use of the Kitchen should be specified to the Facilities Manager when requesting use of the Family Life Center.
7. If after usage of the Kitchen Facilities, either the Facilities Manager or Kitchen Coordinator find that the facilities have been left in an unacceptable condition, the contact person for the previous group to use the kitchen facilities will be contacted and informed of the deficiency. The group will have 24 hours to remedy the situation or lose their kitchen privileges.
8. Failure to observe any equipment operational policies may at the discretion of the Facilities Manager result in loss of kitchen privileges.
9. At NO TIME are flammable solvents or cleaners to be used inside the kitchen.
10. Only cleaners approved by the Facilities Manager or Kitchen Coordinator will be used within the confines of the kitchen.
11. At all times during the operation of the Stove, Oven or Griddle, the Hood Fan MUST be on.

## General Safety Precautions

1. Flammable solvents are never to be brought into the kitchen.
2. All Cooking appliances are to be supervised at all times.
3. No Children under the age of 12 are to be in the Kitchen at any time
4. No one under the age of 16 are to use any of the Kitchen appliances.
5. When opening the dishwasher door, use the handle only, keep face and bare skin away from steam.
6. If any appliance burner does not ignite within 30 seconds, turn off the burner, and allow the gas to dissipate for at least 5 minutes before relighting.
7. If a fire occurs under the cooking hood, Immediately attempt to extinguish the fire using the type K fire extinguisher located near the outside exit door. If the fire can not be extinguished with the fire extinguisher, pull the Ansul System pull station to activate the hood fire suppression system.

## Food Safety Precautions

- Wash hands before beginning work and after handling uncooked meats
- Keep the work area clean
- Wipe all surfaces with sanitizer **before and after** using
- Keep raw foods refrigerated at all times
- Cook food thoroughly
  - 145°F Med Rare: Beef, Veal, Lamb
  - 160°F Medium Veal, Lamb Pork
  - 165°F Poultry
  - 170°F Well done, Veal, Lamb, Pork Beef
- Keep cooked food at a minimum temperature of 160 degree between cooking and serving
- When serving food use utensils or gloved hands
- Keep prepared foods, clean dishes, and dirty dishes separated
- Use oven mitts not towels or pot holders for removing food from oven

## Emergency Contact Numbers

Kitchen Committee: Deacon Dean and Karen Bury (579-9196)  
Tracy and Sharon Staller (573-2876, 388-3649, 388-3852)

## **Kitchen Startup Procedure**

### ***If the Pilot Lights are off***

**All pilots must be lit immediately after the gas is turned on**

- Turn on the Main Gas Valve (Blue handled valve to the left of the Range).
- Turn on one of the Range Burners for 30 seconds to purge the line
- Turn off the Range Burner
- Using the long lighter light each of the 6 pilot lights on the range Surface (See Procedure under Range Operation)
- Light each of the three pilot lights on the Griddle (See Procedure under Griddle Operation)
- If using the Oven, Light the Oven Pilot light (See Procedure under Range Operation)

# **Appliance Operating and Use Procedures**

## ***Range Operating Procedures***

### **Lighting Range Pilots**

To light the pilots, using a long lighter light each pilot located at the back center of each eye of the range (as shown in figure1)

### **Lighting Oven Pilots**

1. Locate the oven control Knob (will be in the off position)
2. Depress the knob and turn counter-clockwise until the knob reaches the Pilot position
3. Lower the Hinged Kick plate located under the oven door. (lift the plate upward, then pull the top edge outward)
4. Locate the pilot assembly behind the right side inspection hole.
5. While depressing the oven control knob fully in the “pilot” position use the long lighter to light the pilot burner. (it may take 15-20 seconds for the gas to reach the burner)
6. Once the pilot burner lights, continue to depress the control knob for 10 to 30 seconds to allow enough time for the thermocouple to heat up.
7. If the pilot continues to stay lit when the knob is released, the oven is ready for normal use.
8. Close the Hinged Kick plate.

### **Lighting Range Burners**

To light the range burners turn the appropriate knob fully counterclockwise (High Setting). When the burner ignites, turn the knob clockwise until the desired heat level is attained

### **Operating the Oven**

If the pilot light has previously been lit, rotate the oven knob counter-clockwise to the desired temperature. Place the oven thermostat in the oven and allow 10 – 15 minutes for the oven to reach temperature.

## **Range and Oven Shutdown**

To turn off a range burner turn the knob fully clockwise. The flame should extinguish

To turn off the oven burner, turn the knob to the pilot position.

When you are finished using the range and or oven, see the section under cleaning for cleaning the range.

## **Griddle Operating Procedures**

### **Lighting Griddle Pilots**

- 1) Turn the Gas valve on the natural gas pipe to the on position.
- 2) Using a long lighter light each pilot by placing the long lighter through the hole in the front panel ensure that the pilot for each of the burners lights (visually Verify)

### **Lighting Griddle Burners**

To light the griddle burners, begin with the left hand burner. Turn the appropriate knob fully counterclockwise (High Setting). When the burner ignites (Visually Verify), turn the knob clockwise until the desired heat level is attained. If the burner does not ignite in 15 seconds. Turn the burner off, insert the long lighter, turn the knob fully counterclockwise and light using the lighter. Repeat this process for each burner moving Left to Right.

## **Coffee Maker Operating Procedures**

### **Brewing Coffee**

- 1) Turn the center warmer/brewer switch (front panel) to On
- 2) Place 5-8 tablespoons of Coffee in a filter and place in the filter holder
- 3) Press the Start Button on the front panel of the Coffee Maker
- 4) When the coffee finishes brewing turn one of the other warmers on and transfer the pot to the warmer.
- 5) Repeat for each pot of coffee.

Only the lighted switches on the front panel should be turned off the switches on the side and back of the coffee maker must be left on.

# Dishwasher

## Setting Up the Dishwasher

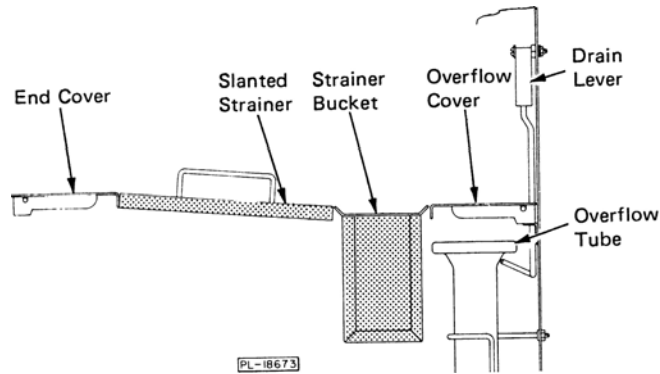
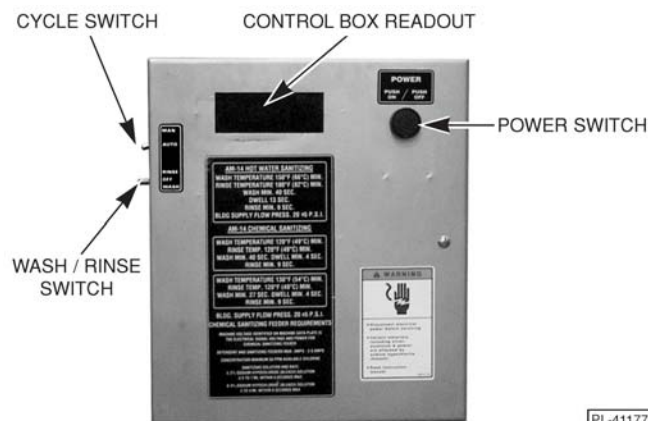


Figure 5

1. Turn on the Power to the Booster Heater.
2. Turn on the Vent Fan Switch (mounted to the side of the control panel)
3. Place the overflow tube, overflow cover, end cover, slanted strainer, and the strainer bucket in their respective positions, (Fig. 5).
4. Close the doors which will automatically close the drain.
5. Be certain that at least 10 minutes have elapsed since the Booster Heater was turned on prior to proceeding to the next step.
6. Push the POWER switch ON (Fig. 6).
7. If all machine doors are closed, the fill cycle will begin automatically. During the fill cycle, the word FILL will flash intermittently on the control box readout (Fig. 6). NOTE: If the fill cycle did not begin automatically, make sure that the CYCLE SWITCH (Fig. 6) is on AUTOMATIC and the WASH / RINSE switch (Fig. 6) is OFF.
8. When the fill cycle has completed, the readout will display the wash temperature. During the rinse cycle, the rinse temperature will be displayed.



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Figure 6

## DISHWASHING

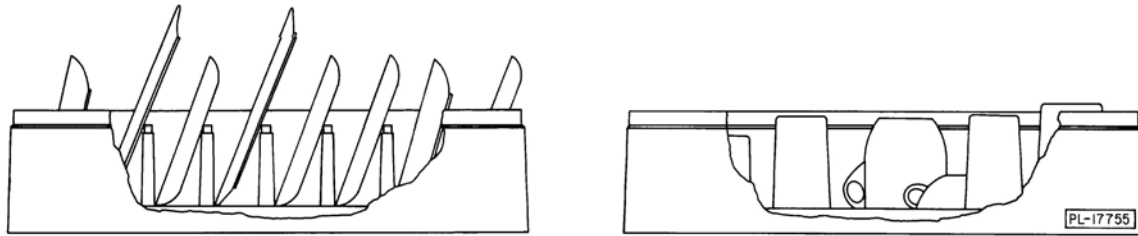


Figure 7

1. Scrape the dishes to remove large particles of food and debris. Never use steel wool on ware to be loaded into the dish machine.
2. Stack the dishes in a rack. Do not stack dishes one on top of another as water must have free access to all sides of every dish. Stand plates and dishes up edgewise in a peg-type rack (Fig. 7). Cups, glasses, and bowls should be inverted in an open-type or compartment type rack (Fig. 7). Silverware and other small pieces may be scattered loosely over the bottom of a flat bottom rack for the first pass then loaded into flatware cylinders for the second pass.
3. Rinse dishes with rinse nozzle into rinse sink.
4. DO NOT allow foreign objects to enter the unit, especially metallic contaminants.
5. The dishwasher can be operated automatically or manually by setting the cycle switch in the desired position.
6. When the CYCLE SWITCH (Fig. 6) is set on AUTOMATIC, the wash and rinse cycles begin automatically. The wash cycle is initiated when the machine doors are closed. The rinse cycle begins when the wash cycle is completed. NOTE: When the CYCLE SWITCH is set on AUTOMATIC, the WASH / RINSE switch (Fig. 6) must be OFF.
7. When the CYCLE SWITCH is set on MANUAL, the wash cycle is initiated by placing the WASH / RINSE switch in the WASH position. After the desired wash time (minimum 40 seconds recommended), hold the WASH / RINSE switch in the RINSE position for the desired rinse time (minimum 18 seconds recommended).
8. After filling and rinsing a rack, open the doors, slide the rack into the dishwasher, and close the doors. If the cycle switch is set on AUTOMATIC, the wash cycle will begin automatically.
9. Throughout the wash cycle, the tank water temperature will be displayed on the control box readout, along with the word WASH.
10. During the rinse cycle, the rinse water temperature will be displayed, along with the word RINSE. When the rinse cycle is completed, the readout will display the tank water temperature.
11. When the wash and rinse cycles are finished, be cautious when opening the doors, remove the hot clean dishes, slide in another rack, and close the doors.

12. Allow dishes to air dry (**do not towel dry**) with gloved hands, remove dishes from rack and stack upside down on wire shelving (see section on dish storage). Flatware is to remain in the plastic Flatware Cylinders

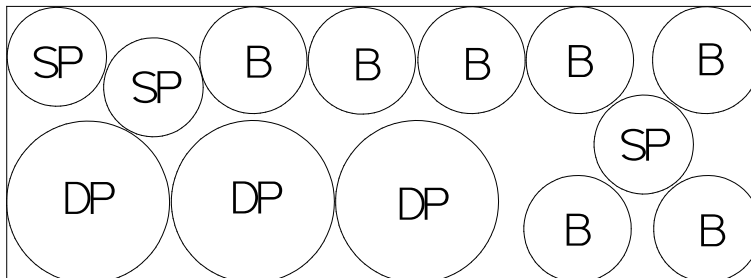
	Wash	Rinse
Minimum Temperature	150°F	180°F
Recommended Temperature	150°F	180°F

## Dish Storage

- All Dishes are to be stored on the shelving racks beside the dishwasher
- All Dishes are to be stored upside down
- The top and Bottom shelves remains empty
- Store 100-120 of the Coffee Cups on the next two Shelves of each Rack (from the top) (60 max per shelf)
- Store 1/3 of each size of the polycarbonate drink cups on the next shelf (see picture below)
- Store 1/3 of the Silverware on the shelf beside the polycarbonate cups (approximately 8 trays)



- Store 100-120 each of the dinner Plates, Bowls, and Salad plates on the next shelf
  - See the Diagram below for the recommended layout
  - Each dinner plate (DP) stack has 33 to 40 plates (40 plates Max)
  - Each salad plate (SP) stack has 33 to 40 plates (40 plates Max)
  - Each Bowl (B) Stack has 15 to 18 bowls (18 bowls max)



## **Dish Rack Storage**

After the dishwasher has been cleaned and the tables have been dried with the squeegee.

- Dry the racks thoroughly
- Stack the Racks on the dirty-side table

## Cleanup:

### *General*

- Remove all food and containers that you stored in the refrigerators.
- Wipe all counter tops.
- Clean all appliances and fixtures as noted below.
- Sanitize all stainless countertops, tabletops, sinks and fixtures with “Clean Quick” sanitizing solution.
- Remove all trash from the building and place in the dumpster.
- Sweep, wipe or pick up any food, trash or spills from the floor.
- Clean the floor as noted below
- Turn off exhaust vent – red switch on front of hood (switch to Auto)

### *Directions for Cleaning Range*

1. To clean grates:
  - Take the grates to the triple sink. (**USE CAUTION** the end of the Grate above the pilot light will be **HOT** and will cause severe burns. Handle **ONLY** from the side opposite the pilot light.
  - Apply dishwashing liquid to the grates, and use pumice brick to remove all food and other spills.
  - Drain off water
  - Dry thoroughly.
  - Apply thin layer of CitrusShine with a rag to the grates.
2. Clean the Burners
  - Take the burner to the tripple sink
  - Apply dishwashing liquid to the grates, and use a pumice brick to remove all food and other materials spilled on the burner
  - Rinse
  - Drain off Water
  - Dry Thoroughly
  - Apply a thin layer of CitrusShine with a rag to the burner
3. Clean the Drip Pan
  - Remove the drip pan (pull out from below the burner knobs)
  - Take to the triple sink and wash with a rag and diswashing liquid
  - Rinse
  - Drain off water
  - Dry Thoroughly
4. Reassemble Range
  - Replace Drip Pan
  - Replace Burners
  - Replace Grates
5. Clean Stainless Surfaces

- Wipe down the range surface with ½ cup Tide diluted to gallon with water
- Rinse with a rag soaked in warm water
- Dry with a clean rag
- Apply a thin layer of CitrusShine to all Surfaces with a rag

### ***Directions for Cleaning Oven***

1. Allow oven to cool
2. Clean Baking Rack
  - Remove Backing Rack
  - Wash with hot soapy water
  - Rinse
  - Dry Thoroughly
3. Clean Oven Bottom
  - Remove oven bottom by lifiting it up from the front then sliding it forward and out of the oven
  - Scrape off any food particles with a nylon scraper
  - Wash with hot soapy water
  - Rinse with water
  - Rinse with a vinegar solution (1/4 cup to 1 quart)
  - Dry Thoroughly
4. Clean Oven walls
  - Wash with hot soapy Water
  - Rinse with a wet rag
  - Rinse with a vinegar solution (1/4 cup to 1 quart) using a rag to remove caustic cleaning materials from the oven walls.
  - Dry Thoroughly
5. Reassembe Oven
  - Replace Oven Bottom
  - Replace Baking Rack

### ***Clean griddle after every use:***

- Mix ¼ cup lemon juice (in fridge) and ¾ cup water.
- Turn griddle off and immediately apply the lemon juice mixture to the hot griddle.
- Wearing heavy rubber gloves, Scrub with Pumice brick
- Rinse and dry thoroughly to prevent rust.
- Apply a thin layer of Vegetable oil
- Remove the drip pan on left side of griddle
- Empty the drip pan and wash in the dishwasher
- Replace Drip pan

### ***Clean the Hood***

- Remove the Grease baffle filters from the hood
- Wash grease filters in the dishwasher (these should be the last items cleaned before shutting down the dishwasher)
- Remove the grease cup
- Drain and wash the grease cup
- Wipe all gritty material from the hood surfaces with a rag
- Make a cleaning solution of ½ cup Tide with 1 gallon of warm water
- Wipe all surfaces with the cleaning solution (wipe in the direction of the grain)
- Rinse all surface with a clean cloth soaked in warm water to remove all traces of detergent
- Wipe with a clean dry Cloth.
- Wipe down the Duct Temperature sensor with a dry cloth.
- Wipe down the Grease Drain trough to remove all grease
- Wash grease drain trough with cleaning solution (made above)
- Rinse grease drain trough with a rag soaked in warm water
- Dry grease drain trough
- Apply CitrusShine to all Stainless Steel Surfaces and wipe with a dry cloth
- Replace the Grease Filters, if dry, otherwise leave clean side table to dry
- Dry and Replace the Grease Cup

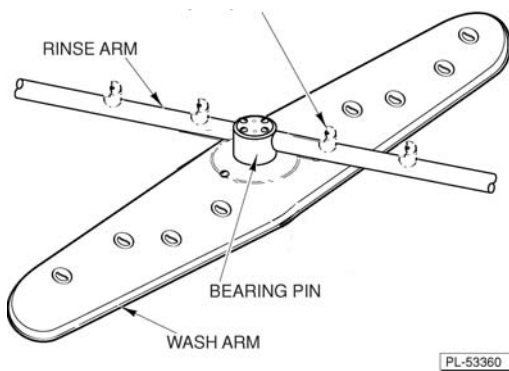
### ***Clean the backsplashes and Sinks***

- Wash with the same cleaning solution used to clean the hood.
- Rinse and dry well.
- Apply/spray Stainless Steel polish (CitrusShine) with cloth.
- DO NOT use abrasive cleaners such as Comet.
- DO NOT use a metal scrubber.

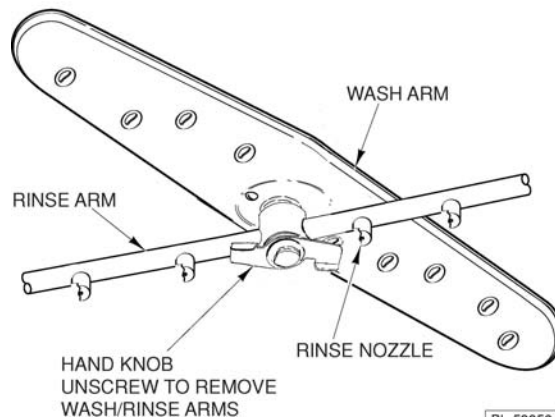
### ***Cleaning the Dishwasher***

1. The machine must be thoroughly cleaned at the end of the day.
2. Never use steel wool to clean dishwasher surfaces.
3. Use only Cleaners provided.
4. Turn off the power switch. Open the machine doors.
5. Remove the Catch pan from the Rinse Sink, empty and wash with soap and water
6. Wash the Rinse sink, removing all food particles from the sink
7. Clean off the dish tables and rinse with clean water
8. Squeegee all water remaining on the tables into the dishwasher.
9. Drain the machine by pulling the drain lever (Inside the Clean side door)
10. Remove and empty the slanted strainer and strainer bucket. Wash and rinse them thoroughly. Raise the overflow cover and remove the overflow tube. Wash and rinse the overflow tube inside and out.

11. Thoroughly cleanse and flush the dishwasher interior. Remove remaining soil with a soft cloth or brush and mild cleanser. Rinse again. Do not allow food soil to accumulate on the tank bottom.
12. Replace all removed parts.
13. Wash the outside of the machine with the same cleaning solution used to clean the hood.
14. Rinse with a rag soaked in warm water
15. Dry the outside of the machine
16. Apply CitrusShine Stainless Polish to the outside of the machine.
17. Leave the machine doors open to allow the interior to dry and air out.
18. Sanitize the tables, catch pan and rinse sink with "Quick Clean" sanitizing solution
19. Make sure that the wash and rinse arms rotate freely and are free of any obstructions.
20. Check rinse nozzles (Figs. 8, 9) to make sure they are free of any lime and solids.
21. Turn off the Booster Heater.



**Figure 8(Lower Arms)**



**Figure 9 (Upper Arms)**

### ***Clean the Refrigerators***

- Remove all Containers from the refrigerators
- Wipe internal surfaces with a damp rag
- Dry all surfaces
- Wipe all surfaces with Quick Clean sanitizing solution.
- Return items to Refrigerator.

### ***Clean the Floors***

- Make a solution of 8 oz of ZEP floor Cleaner to 5 gallons of water
- Using the floor brush, scrub the floor (clean under all cabinets, tables and appliances)

- Using the Squeegee push the cleaning solution to the drain
- Rinse the floor with warm water (pour on floor)
- Squeegee water to the floor drain