## Klickitat School District Kitchen, Cafeteria, & Food Prep Facility

## Use Policy & Agreement

Introduction:

The Food and Nutrition Services Department is required to comply with all local Health Department sanitation standards to ensure the prevention of food-borne illness. The Child Nutrition and WIC Reauthorization Act require the implementation of a HACCP (Hazard Analysis Critical Control Points) program in all school kitchens & cafeterias. It is designed to ensure that food safety and bio-security is strictly adhered. We must ensure that all those using the kitchen and associated areas do nothing to contaminate food items or preparation surfaces. We cannot compromise our food safety and sanitation procedures and suffer the consequences of a food-borne illness outbreak at our school or in our community.

Kitchen Manager:

In addition, there are safety items with which we must comply. Almost all of our equipment is institutional and most people are unfamiliar with how the equipment operates, the proper cleaning of the equipment, or the dangers associated with its improper use. Liability issues require that the users have a trained “Volunteer Kitchen Manager” or a District Kitchen Manager staff member present to supervise the operation of all kitchen equipment at all times. The cost of using a District Kitchen Manager is a two (2) hour minimum plus $29.00 per hour after the minimum. The below four steps outline the stages that an individual must complete to become a “Volunteer Kitchen Manager. In addition, a Klickitat County Health Department ordinance also requires that a Washington State Food Worker Card be present whenever food is served. Washington state food handler cards may be acquired online at: <https://www.foodworkercard.wa.gov/language.html> The cost of the food handler card is the responsibility of the facility user.

Kitchen Manager Option Selection:

 District Kitchen Manager Hours Required: to Cost ($58min.+$29/hr.)

 Volunteer Kitchen Manager Supervisors’ Name:

Volunteer Kitchen Manager Requirements & Conditions

*(Not required if using approved district staff)*

To become a Volunteer Kitchen Manager the individual must; complete the four (4) steps listed below, have the district trainer initial/date the check off list, and sign the Statement of Assurance and Compliance. The Event Coordinator will make arrangements with the user for the required training session. Periodic Volunteer Kitchen Manger training classes/sessions will be offered by the district for large group trainings.

Step #1 Food Handler Permit Requirements:

As required by the Washington State and Klickitat County Health Departments any individuals who handled, prepare, and or serve food in school/community facilities must have a valid food worker card. Washington State Food Worker Cards may be acquired online at: <https://www.foodworkercard.wa.gov/language.html> There are two (2) types of Kitchen use events which have different food worker card requirements, they are described below.

1. Type One is a temporary single event kitchen use, a family gathering for example. These types of events must have at least one person in charge of the kitchen with a valid Washington State Food Worker Card.
2. Type Two is a permanent event kitchen use, like a weekly meal service group for example. During these kinds of events all kitchen staff is required to have a valid Washington State Food Worker Card.

Step #2 Kitchen Facility Tour

Prior to acquiring Volunteer Kitchen Manager status all volunteers are required to tour the schools kitchen facilities for the purpose of an introduction to the physical space of the kitchen to gain a basic knowledge of the kitchen(s) organization of equipment, utensil, and other pertinent items required to use the facilities.

Step # 3 Equipment Use Training

Prior to acquiring Volunteer Kitchen Manager status all volunteers are required to be trained on the use of the schools kitchen facilities equipment for the purpose of an introduction on the safe and appropriate use and maintenance of the kitchen equipment.

Step #4 Cleaning Procedures & Processes Training

Prior to acquiring Volunteer Kitchen Manager status all volunteers are required to be trained in the cleaning procedures and processes required to maintain the kitchen environment and equipment in a safe and sanitary condition.

Statement of Assurance and Compliance:

 Trainer Initials Check Off & Date

1. Copy of valid Washington State Food Handler Card on record
2. Kitchen Facilities Introduction Tour(s) Completed
3. Equipment Use Training Completed
4. Cleaning Procedures & Processes Training Completed

Volunteer Kitchen Manager Verification Statement:

I, here by confirm that I have completed and have met the above requirements and conditions to become a Volunteer Kitchen Manager. I affirm that I will diligently follow the Kitchen Safety Standards training and requirements. I understand that if I fail to follow the required Kitchen Safety Standards my Volunteer Kitchen Manager status could be revoked with the loss of privileges.

 Volunteer Kitchen Manager Signature Date

Trainer Verification Statement:

I, hereby confirm that (volunteers’ name) has successfully completed the above requirements and meets all conditions to be a Volunteer Kitchen Manager.

 Kitchen Trainer Signature Date

**Kitchen & Cafeteria User Manual**

General Kitchen & Cafeteria Facility Use Rules

The use of district/community kitchen facilities are subject to all regulations that apply to the use of any other school facility, as well as the following:

1. The school cafeterias generally are not available for use during school hours between 6:00 a.m. and 4:00 p.m. unless arrangements are previously approved by the school administration, the food services supervisor, and the events coordinator.
2. The community center cafeteria is generally available any time of the day. Please check with the Events Coordinator for space availability and to schedule your reservation.
3. A district cafeteria employee or Volunteer Kitchen Manager must be on duty whenever the kitchen facilities are being used. The district employee shall be present in a supervisory capacity only, and shall be responsible for the compliance of these regulations. In addition to any applicable facility use fee, the fee for a cafeteria employee will be paid at a flat rate of $29.00/hour per employee for a minimum of two (2) hours per employee.
4. All kitchen use must be approved by the school principal, the food service nutrition supervisor, with the scheduling arranged through the Events Coordinator at district office. All approvals must be obtained at least one week prior to the use of the kitchen.
5. It is preferred that district food service pots and pans be used for heating and cooking foods. All outside pots and pans must be washed and sanitized in the dish machine before use in the kitchen. All outside pans must be clearly labeled with the outside organization’s name.
6. Storage containers to remove left-over items at the conclusion of event must be brought in and washed and sanitized in dish machine before use.
7. The dish machine is to be operated only by a district cafeteria staff member or a Volunteer Kitchen Manager.
8. Access to kitchen equipment and storage areas are limited to; approved district employees, Volunteer Kitchen Managers, and persons necessary to the operation and maintenance of the food establishment.
9. No district food or supplies shall be used (i.e. foil, napkins, plates, spoons, forks, gloves, cups, bowls, saran wrap, Ziploc’s, herbs and spices, etcetera).
10. No district dishes, pots, pans, and/or utensils shall be removed from the kitchen without prior approval by the district office.
11. The storage of third-party food in the kitchens during operating hours is not permitted. Alternate arrangements will need to be made for the storage of these items.
12. All District dishes, utensils, food, and other items used by the organization shall be returned to their appropriate place of storage at the conclusion of the scheduled function. All storage areas are labelled for ease of identification.
13. All dishes, utensils, food, and other items brought into the kitchen by the organization shall be removed at the conclusion of the scheduled function.
14. **At the conclusion of the event and prior to leaving the facility the Volunteer Kitchen Manager must insure that all cleaning processes and procedures described in the training manuals have been strictly followed to prevent food borne illnesses that may endanger our students and community.**

**Gymnasium Cafeteria & Kitchen Equipment User Manual**

Gymnasium Kitchen Dishwasher

1. Check that the sump, drain stopper, and wash/rinse arms are secured and in place.
2. Close doors
3. Toggle the power/fill switch to the fill position and hold for 10 seconds.
4. Open doors and check for water level.
5. For the initial startup each day, cycle the machine 2 times to warm it up before washing and to ensure cold water is out of machine and everything is running normally.(To cycle, close doors).
6. Open doors and load racks with ware.
7. The machine will automatically begin the cycle when you close the doors. Wait until the green cycle light is off before opening the doors.
8. Continue loading and washing by opening and closing the doors until finished.
9. After the last cycle has finished and the green light is off, turn power switch to off, open the doors and check inside machine for debris.
10. Push the drain stopper cord to the side and let the water drain out.
11. Remove soil and debris from the drain pan strainer and pump suction strainer under machine.
12. Check nozzles on the rinse and wash wands inside.
13. Wipe inside of machine out and close doors.

Gymnasium Kitchen Convection Oven

Convection Oven Control:

1. The Power Switch – Controls power to ON, COOL DOWN or COOK Functions.
2. The Indicator Light – When lit indicates elements are operating. When the light goes out, the oven has reached its cooking temperature.
3. The Cooking Thermostat – Controls the oven temperature.
4. The Cooking Timer – Sounds an electric buzzer on expiration of operating set time as a reminder to remove product at end of cooking cycle. If you want the timer to go off before 10 minutes turn the timer knob past 10 minutes then put dial to your desired timer.
5. The Light Switch – Controls interior lights.
6. The Fan Speed Switch – Sets fan speed to high or low.

Convection Oven General Guidelines for Operation:

These guidelines are to assist you in obtaining the best performance from the oven:

1. Always pre-heat the oven before cooking in it by placing the temperature setting at the desired temperature. The oven is pre-heated when the Indicator Light goes out.
2. Always use a lower temperature setting than that recommended for a standard conventional oven. The general rule of thumb is to subtract 50° – 100° F from the standard oven recipe.
3. Cooking at higher temperatures will not reduce your cooking time! It will produce unsatisfactory baking and roasting results.
4. You should begin checking the doneness of your food product in about half the time recommended for the same recipe cooked in a standard oven.
5. Do not place an empty sheet pan or aluminum foil on the bottom of the oven. This will disrupt the air flow and cause uneven cooking results.

Convection Oven Suggested Times & Temperatures:

1. Hamburger Patties 400° F, 15 minutes
2. Meat Loaf 350° F, 1 hour
3. Lasagna 300° F, 1 hour
4. Hot Dogs 350° F, 20 minutes
5. Bacon 400° F, 5 minutes
6. Chicken Breast 375° F, 45 minutes
7. Brownies 350° F, 20 minutes

Convection Oven Cleaning Procedures:

1. The stainless steel on the convection oven can be kept clean with a good stainless steel cleaner.
2. The painted surfaces should be wiped clean with a mild detergent.
3. Moisten a cloth and wipe down the oven while it is COLD.
4. Wiping down an oven while it is hot will cause streaking.
5. Porcelain oven interiors should be cleaned regularly using Easy-Off.

Gymnasium Kitchen Check Off List

1. **Strictly follow** all cleaning processes and procedures described in the training manuals for each facility to prevent food borne illnesses.
2. Use 1 part bleach to 4 parts water in the red bucket as a cleansing solution to wipe down kitchen surfaces.
3. Wipe the counter tops, range top & vent hood with bleach water.
4. Wipe the refrigerator door with bleach water.
5. Wipe off the cabinet doors with bleach water.
6. Appropriately clean following Gymnasium Kitchen user manual directions.
7. Scrub and clean all sinks then remove any debris from the sink drain baskets, then wipe dry.
8. Turn off and drain the dish machine, then wipe dry.
9. Turn off the hood fan, oven and all the convection oven knobs to off.
10. Return all used items; pots, pans, dishes, cleaning supplies, and etcetera to appropriate places of storage.
11. Sweep and then mop all floors.
12. Take out all garbage & recyclables to the proper dumpsters and replace garbage can liners.
13. **Double check that all equipment is turned off:** dish machine , stoves, ovens, gas ranges, griddles, hot holding units, fans, vents, and other equipment as appropriate.
14. **Double check** the refrigeration and freezer doors and closed.
15. **Double check** the rolling doors are closed.
16. **Double check** that the kitchen is secure and the lights are off.
17. **Remember to leave the facilities clean and safe to protect our children and community.**

**Community Center Cafeteria & Kitchen User Manual**

Community Center How to use the Dish Machine

1. Hold down “Fill” switch for approximately 30 seconds to allow water to flow into the dishwater.
2. Make sure that all sink drain plugs are in to keep the dishwasher water from backing up into the sink.
3. Water should reach “TO THE BOTTOM OF THE FILL LINE” which is located inside at the back of the wash tank.
4. Close door, then press “START” switch.

Community Center Kitchen Cleaning Instructions after every use of Dish Machine

1. Drain Machine – Press and hold drain button until water is completely drained out of the machine.
2. Turn off power.
3. Inspect top and bottom spray arm jets daily.
4. If spray arms are clogged, remove by turning bearing clockwise.
5. Use toothpick & push trash into arm.
6. Remove end plug and flush with water.
7. Re-install spray arm by turning bearing counter clockwise.
8. Clean strainer screen every day. Remove screen. Thoroughly clean screen.
9. Scrub screen with heavy brush. Rinse under faucet.
10. Wipe down the inside of the dish machine.

*The following directions are for replacement of dishwashing machine chemicals only please notify the Events Coordinator if dispensers are out of chemicals.*

*For Klickitat School District Staff & Volunteer Kitchen Managers Only:*

1. *The steps below must be repeated each time a chemical container is changed.*
2. *Get a new, appropriate, one (1) gallon container of chemicals from storage.*
3. *Insert tube stiffener with chemical tubing into corresponding dispensers.*
	1. *Blue tube gets inserted into the rinse dispenser.*
	2. *Red tube gets inserted into the detergent dispenser.*
	3. *White tube gets inserted into the sanitizing dispenser.*
4. *Turn power switch to “ON” position.*
5. *Press and Hold down appropriate “SANI”, “DETERGENT” and “RINSE” switches to prime chemicals.*
6. *Dispose of empty chemical container in dumpster.*

Community Center Use Instructions for Wolf Commercial Stove

(Oven, Range, & Cooktop)

Operation of Controls:

1. Thermostat Dial – Allows operator to regulate oven temperature from low to 500\*F (260\*C).
2. Open Top Burner Knob – Regulates gas flow to top burners. To increase heat, turn knob counterclockwise; to decrease, turn knob clockwise.
3. Griddle Burner Knob – Regulates gas flow to the griddle or hot top burner. To increase heat, turn knob counterclockwise; to decrease, turn knob clockwise.

Griddle Cautions:

1. This griddle plate is steel, but the surface is relatively soft and can be scored or dented by the careless use of a spatula or scraper.
2. Be careful not to dent, scratch, or gouge the plate surface.
3. Do not try to knock off loose food that may be on the spatula by tapping the corner edge of the spatula, as it will damage the griddle surface.

Griddle Seasoning:

1. A new griddle surface must be seasoned for proper cooking.
2. The metal surface of the griddle is porous. Food tends to get trapped in these pores and stick; therefore, it is important to “season” or “fill up” these pores with cooking oil before cooking.
3. Seasoning gives the surface a slick, hard finish from which the food will release easily.
4. If the griddle should become “sticky” and lose its seasoning, please contact the Facilities Coordinator so that district staff can “re-season” the griddle.

*For Klickitat School District Staff & Volunteer Kitchen Managers Only:*

*Seasoning Instructions:*

1. *Get appropriate “seasoning” items from appropriate storage area.*
2. *Heat griddle top section at a low burner setting.*
3. *Pour one ounce of vegetable cooking oil per square foot of surface over the griddle top section. With an insulated cloth, spread the oil over the entire griddle surface to create a thin film. Wipe off any excess oil with an insulated cloth.*
4. *Repeat this procedure 2 times until the griddle has a slick, surface.*
5. *Return all “seasoning” items to appropriate storage area.*

Oven Rack Arrangement:

1. The oven has a maximum operating capacity of two rack positions per oven cavity.
2. Each oven is supplied with one oven rack.
3. For best results when baking cakes and pastries, it is recommended that only a single rack position be utilized. However proper rack usage and positioning is really determined by the individual cooking needs of the operator.
4. If you are cooking a large roast, the entire oven cavity may be utilized. Remove the oven rack completely from the oven and place the roasting pan directly on the oven bottom.

Preheating Oven:

1. Turn thermostat control to the desired cooking temperature and preheat oven for 25 minutes.
2. Do not operate oven at maximum heat when it is not necessary.
3. Turn thermostat down to 250° F (121° C) or OFF when oven is not in use during idle cooking periods.

Hot Griddle Top Burner:

1. Turn burner ON to highest setting to quickly heat griddle top section.
2. Griddle top will be ready to cook on in about 10 minutes.
3. After griddle has reached operation temperature, turn burners down to appropriate temperature.

Open Range Top Burner:

1. Open range top burners ignite quickly and do not require any preheating time.
2. Increase and decrease gas flame height to change to desired cooking temperature.
3. If boiling food, when food comes to a rolling boil, cut burners back to slower boil for continue boiling.
4. Turn burners ON only when in use.

Loading & Unloading Oven:

1. Open the door and load as quickly as possible to conserve heat and ensure proper preheating conditions for the next load.

Wolf Stove/Oven/Range/Griddle Cleaning Instructions

General Stove Cleaning:

1. **Do not use** Dawn dish detergent to clean the exterior or interior components of this range. Use provided labelled stove-cleaning supplies found in identified storage area.
2. **Do not use** scouring powder; scouring powder is extremely difficult to remove completely. It can build up accumulations that will damage the oven.
3. Wolf stainless surfaces are to be cleaned using a soft cloth and mild detergent solution.

Daily Range Cleaning:

1. Remove nickel-plated racks and clean.
2. While still warm, wipe tip with a soft cloth or other grease absorbing material to remove spillovers, grease, before they burn in. A built up crust on top of the open range top burners look unsightly and slows down cooking speed because it reduces the flow of heat to the utensils.
3. Clean oven and oven door daily.
4. After processing some foods at low temperatures, orders may linger in the oven. These odors may be cleared by setting the thermostat at 500° F (260° C) and allowing the oven to operate unloaded for 30 minutes.
5. Empty the boiler grease pan/trough daily. Remove the grease pan/trough slowly and be careful of liquid wave auction.
6. The drip shield, grids and grease pan/trough should be washed with a mild grease dissolving solution. Scrape the grid with a three-cornered meal scarper. Scrub the broiler chamber and body front to reduce range smoking.
7. Clean cast iron open range top grates with a mild soap and water solution. Rinse thoroughly and dry with a clean, water-absorbent towel. Immediately after drying (with grates still removed from the range top), season grates lightly with Pam spray-type cooking oil.
8. After seasoning, replace grates onto the range. Turn all open top sections ON LOW and allow them to burn for at least 15 minutes before using pots or pans on the range top.
9. Season the open top grates after each cleaning. Failure to season grates will cause grates to rust.

Weekly Range Cleaning:

1. Boil open top range grates and burners in a solution of washing soda. Dry all parts thoroughly. Flash rusting may occur. This is a normal condition and will not affect the performance of the range of the product prepared in the range.
2. When reinstalling the burner back onto the range, be sure the burner heads are properly connected. Do not light the pilot or turn burner valve “ON” with the burned head removed.

Oven Door Gasket:

1. To clean oven door gasket, use a soft cloth or sponge and the labelled mild cleanser.
2. DO NOT USE STRONG OVEN CLEANSER SUCH AS EASY OFF, OR MR. MUSCLE. Cleaners of this nature will destroy the gasket material.

Griddle Plate Cleaning:

1. Cleaning the griddle plate will produce evenly cooked, perfectly browned griddle products and will keep the cooking surface free from carbonized grease.
2. Carbonized grease on the surface hinders the transfer of heat to the food. This results in loss of cooking efficacy and spotty browning which gives foods an unappetizing appearance.
3. To keep this griddle clean and operating at peak efficiency, follow the instructions below:

Griddle Cleaning After Each Use:

1. Carefully clean griddle with a flexible spatula.

Daily Griddle Cleaning:

1. Thoroughly clean backsplash, sides and front. Remove grease pan, empty and wash out in the same manner as any ordinary cooking utensil.
2. Clean griddle surface thoroughly, if necessary, use a griddle stone. Rub/clean the griddle in a direction of front to back while the metal is still warm. A detergent may be used on the plate surface to help clean it, but the cleaner must be thoroughly removed. After removal of detergent, the surface of the plate must be seasoned with a thin film of vegetable oil to prevent rusting and food sticking.
3. If the griddle is to shut down for an extended period, put a heavy coat of vegetable oil over griddle plate.

Community Center Kitchen Cleaning Check-off List

1. **Strictly follow** all cleaning processes and procedures described in the training manuals for each facility to prevent food borne illnesses.
2. Use 1 part bleach to 4 parts water in the red bucket as a cleansing solution to wipe down kitchen surfaces.
3. Wipe the counter tops, range top & vent hood with bleach water.
4. Wipe the refrigerator door with bleach water.
5. Wipe off the cabinet doors with bleach water.
6. Appropriately clean following the Community Center user manual directions.
7. Scrub and clean all sinks then remove any debris from the sink drain baskets, then wipe dry.
8. Turn off and drain the dish machine, then wipe dry.
9. Turn off the hood fan, oven and all the convection oven knobs to off.
10. Return all used items; pots, pans, dishes, cleaning supplies, and etcetera to appropriate places of storage.
11. Sweep and then mop all floors.
12. Take out all garbage & recyclables to the proper dumpsters and replace can clean liners.
13. **Double check that all equipment is turned off:** dish machine , stoves, ovens, gas ranges, griddles, hot holding units, fans, vents, and other equipment as appropriate.
14. **Double check** the refrigeration and freezer doors are closed.
15. **Double check** the rolling doors are closed.
16. **Double check** that the kitchen is secure and the lights are off.
17. **Remember to leave the facilities clean and safe to protect our children and community.**

**Secondary** Building **Home Economics Kitchen User Manual**

The Secondary Building Home Economics Kitchen resembles the traditional home kitchen. No special kitchen equipment is located in the facilities.

Secondary Home Ec. Kitchen Check Off List

1. **Strictly follow** all cleaning processes and procedures described in the user manuals for each facility to prevent food borne illnesses.
2. Use 1 part bleach to 4 parts water in the red bucket as a cleansing solution to wipe down kitchen surfaces.
3. Wipe the counter tops, range top & vent hood with bleach water.
4. Wipe the refrigerator door with bleach water.
5. Wipe off the cabinet doors with bleach water.
6. Scrub and clean all sinks then remove any debris from the sink drain baskets, then wipe dry.
7. Turn off the hood fan, oven and all the oven knobs to off.
8. Return all used items; pots, pans, dishes, cleaning supplies, and etcetera to appropriate places of storage.
9. Sweep and then mop all floors.
10. Take out all garbage & recyclables to the proper dumpsters and replace can clean liners.
11. **Double check that all equipment is turned off:** stoves, ovens, hot holding units (if used), fans, vents, and other equipment as appropriate.
12. **Double check** the refrigeration and freezer doors and closed.
13. **Double check** that the kitchen is secure and the lights are off.
14. **Remember to leave the facilities clean and safe to protect our children and community.**