

1.0 Purpose

1.1 The purpose of this guideline is to provide guidance to users of the Drop-in Centre kitchen on safety and hygiene.

2.0 Applicability

2.1 This guideline applies to all members who use the kitchen.

2.2 This guideline shall be used in conjunction with PR-02 Kitchen Operation.

3.0 Safety

3.1 Safety is the first priority in the use of the kitchen in the Canmore Seniors Centre. Users shall ensure they know the location of:

- a) The Fire Extinguishers and how to operate them. See map on wall by double sink;
- b) The First Aid Kit - located in cupboard right of double sink;
- c) The Telephones - one by west exit door and one by small kitchen sink;
- d) The Exits - see map on wall by double sink.

4.0 Food Handlers

4.1 No one but kitchen help should be in the kitchen.

4.2 Food handlers must always wear gloves, a clean apron and have hair under control.

4.3 Hands should be washed before you begin your shift and any time gloves are removed or changed. Gloves are not to be reused after removal. Hand sanitizer may be used if hands are not soiled.

5.0 Segregation of Space (avoiding cross-contamination)

5.1 No one but kitchen help should be in the kitchen.

5.2 Keep clean and dirty dishes separate. Do not handle dirty dishes if you are preparing or serving food unless hands are washed after handling dirty dishes.

5.3 To prevent cross-contamination, clean serving spoons or ladles must be used with each batch of food being served.

6.0 Food Storage

6.1 Place cold food in the fridge when it arrives. Maintain refrigerator temperature below 4°C or 40°F. There is a thermometer in the fridge.

6.2 Hot food should be placed in the warming oven and maintained at a temperature above 60°C or 140°F. There are instant read digital thermometers in the third drawer on the west wall. The thermometer should be wiped with an alcohol swab after each measurement.

6.3 When people bring food from home signs should be used that say "all food was carefully prepared in a non-commercial kitchen".

6.4 Food that is removed from the Drop-in Centre at the conclusion of an event is taken "AT YOUR OWN RISK".

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GUIDELINE G-01
KITCHEN USE - SAFETY AND HYGIENE

7.0 Clean Up

- 7.1 Follow the instructions on the door of the dishwasher for use.
 - a) Note: The person who handles the dirty dishes should not handle the clean dishes without first washing their hands.
- 7.2 Any dishes and cutlery must go through the dishwasher before being returned to the cupboards.
- 7.3 All surfaces in the kitchen should be sprayed at the end of the event with a disinfectant solution and wiped dry.

8.0 Consumable Supplies

- 8.1 Disposable gloves are stored on the second shelf in the cupboard to the right of the double sink.
- 8.2 Hand sanitizer is on the counter and on the wall outside the kitchen doors.
- 8.3 Alcohol and swabs are stored in next to the First Aid kit in the cupboard to the right of the double sink.
- 8.4 A spray bottle containing disinfectant solution is stored under the double sink.

REVISION LOG

REVISION No.	DATE	APPROVED BY:	REVISION DETAILS
0	Mar 2nd, 2015	CSA Board	Original issue of document