

1.0 Purpose

1.1 The purpose of this guideline is to provide guidance to users of the Canmore Seniors Centre (Seniors 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 Seniors Centre. Users shall ensure they know the location of:

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

4.0 Food Handlers

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

4.2 Food handlers must have hair under control, wear clean clothing, and wear comfortable closed-toed shoes.

4.3 Hands must be washed at the hand washing sink before you begin your shift and after any of the following: handling raw food; touching hair, face or body; sneezing or coughing; smoking and chewing gum; eating or drinking; taking out the garbage; touching anything that may contaminate hands.

If using gloves, hands must be washed first and any time gloves are changed.

Gloves are not to be reused after removal.

Hand sanitizer may be used after washing hands, but may never be used in place of washing.

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.

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

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6.4 Food that is removed from the Seniors Centre at the conclusion of an event is taken "AT YOUR OWN RISK"

7.0 Clean Up

- 7.1 Follow the instructions posted on the door of the dish storage cupboard (beside the clean end of the dishwasher) for 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 washed, rinsed and sprayed with a disinfectant solution (kept under the triple sink) at the end of the event.

8.0 Consumable Supplies

- 8.1 Disposable gloves are stored on the second shelf in the cupboard to the right of the triple sink.
- 8.2 Hand sanitizer is on the wall outside the kitchen doors.
- 8.3 A spray bottle containing disinfectant solution is stored under the triple sink.

REVISION LOG

REVISION No.	DATE	APPROVED BY:	REVISION DETAILS
0	Mar 2nd, 2015	CSA Board	Original issue of document
1	Sept 26th, 2019	Hospitality Director 2017-19	Changes made to reflect current practices