

Procedure for Using the Temple Emunah Kitchen

A. Fill out the [Sign-up form](#) for using the kitchen–

When an event is scheduled, the staff person logging the event in the calendar will collect and input the information into the form. One form will be issued per event– a repeat event can have just one form.

Janet and Me'ir will fill out their own forms, respectively.

B. Office processes Form– when they get the form

The form will be set up to give an alert to the person whose job it is to process the form. The office will then follow up on the information in the form to prepare for the event.

1. Put all information on kitchen calendar
 - a. Include any time a group is using the kitchen (both for prep and for the event. Include clean-up time in the schedule for the event)
 - b. Should be viewable by Janet, and staff
2. Office will tell custodian to lock cabinets based on when groups will be in the kitchen– for dairy meals, only dairy should be unlocked, for meat meals, only meat should be unlocked
3. Office should coordinate with point person to make sure that any food has the hechshers circled when the food arrives
4. Office should confirm that the kitchen trained person listed on the form is in fact on the list of people who are kitchen trained
5. Office should make sure that the necessary trash, compost (with the proper liners), and/or recycling bins are put out.
6. Office should communicate oven timer, hot water timer, and drinks setup needs.
7. Office should arrange for a handwashing station, if needed.
8. Office should communicate other needs, as relevant.
9. If there is no custodian on duty (Sunday nights or Monday nights), office should communicate with event point person about using compostables rather than real dishes and flatware.
10. Office will note whether a mashgiah (kosher supervisor) is needed and will inform the family and Rabbi Kling Perkins. A mashgiah is needed whenever there is no kitchen-trained person present, which would only be permitted for a catered event.

C. Process for serving food during the event

1. Kashrut

- a. All food preparation must take place at the synagogue (with the exception of food prepared by approved kosher caterers and delivered to the synagogue in sealed packages).
- b. [Here](#) is a list of what food may be served at Temple Emunah. (You can find it on our website under “Pray- Religious Resources- Temple Emunah Kashrut Guidelines”)

2. Food storage prior to event

- a. Food for events goes in the far left fridge. If it needs to go in the far right fridge due to space concerns, needs to be labeled by the event.
- b. Food that is shelf-stable can go on the counter on the right side of the kitchen. Bakery food like challah, bagels, etc can stay out for less than three days, otherwise it should be in the refrigerator.

3. Food Preparation - Health & Safety

- a. Masks must be worn while preparing or serving any food
- b. Before preparing or serving any food, hands must be washed thoroughly with soap and water. You must wear protective gloves when touching, preparing or serving food. Once the gloves are on, you may not touch any non-sanitized surfaces such as refrigerator doors and oven handles.
- c. Foods should not be put on serving tables any earlier than 30 minutes before consumption. Perishable foods must remain in the refrigerator prior to serving. Warm food must be kept in the kitchen until ready to be served.
- d. Food left out in an open area must be covered. Kitchen volunteers should watch the food to ensure that people (especially children) do not touch it until the kiddush or luncheon officially starts.
- e. Children who help in the kitchen must be of appropriate age, must follow all health and safety procedures, and must be directly supervised by a parent.
- f. All food must be served– no self-serve buffets
- g. Individually packaged food can be set out without a server

4. Shabbat

- a. Temple Emunah observes Shabbat and Yom Tov. This means that there are special guidelines when preparing and serving food.
- b. "Yom Tov" refers to holidays such as Sukkot (first two days), Sh'mini Atzeret, Simhat Torah, First two and last two days of Pesah, Shavuot, Rosh Hashanah and Yom Kippur.
- c. Yom Tov and Shabbat officially begin at candle lighting time the night before the holiday
- d. All food for Shabbat must be in the Temple kitchen no later than 12:00 noon on Friday or on the day preceding a holiday. You may not bring food into the synagogue from 12:00 noon on Friday or the day before a holiday, until the conclusion of Shabbat or the holiday, which is 42 minutes after sundown.
- e. Food may not be purchased on Shabbat or Yom Tov. Food may not be brought into the synagogue on Shabbat or Yom Tov. If so, it may not be served.
- f. Food must be fully cooked before Shabbat. Solid food can be re-heated on Shabbat if the oven is already on. Food can be cooked on Yom Tov.
- g. Ovens may not be turned on or adjusted on Shabbat.
- h. If your event requires warming food, the ovens must be turned on prior to Shabbat (on Friday afternoon).
- i. Oven temperature may not be adjusted. Temperature will be set at approximately 275 degrees, and will remain on as long as they're needed.
- j. Coffee pots and hot water boilers are on timers. Pots must be filled and plugged into timers before Shabbat begins. They may not be turned on once Shabbat begins, and nothing may be added to them once Shabbat begins. On Yom Tov, it is permissible to add to them during the holiday.
- k. No electrical appliances may be used on Shabbat in the building except when set up beforehand.
- l. No writing may take place in the Temple Emunah building on Shabbat or Yom Tov.
- m. The office prepares labels for leftovers before Shabbat/Yom Tov so that you will not have to write on those days.
- n. Jews may not prepare for after Shabbat on Shabbat inside the Emunah building.

5. ***Food Preparation - Ovens/Trays***

- a. When using trays for warming please ensure they are fully covered with parchment paper. Do not place food or food containers directly on the warming trays.

6. Food Preparation - Counter Tops/Sinks/Serving Utensils

- a. There are two sinks in the kitchen.
- b. The sink closest to the dishwasher is used for MEAT only!
- c. The sink to the right of the smaller oven and recessed in the white countertop/cabinets is for DAIRY only!
- d. Countertops can only be used for either MEAT or DAIRY at any one time
- e. Plates and utensils for Meat and Dairy are stored separately in labeled cabinets. When preparing meat meals, the dairy cabinets will be locked (and vice versa) to prevent mixing of plates and utensils.
- f. Meat and dairy meals may NOT be prepared at the same time in the kitchen (even if you use separate areas).
- g. Items to be washed should be placed on the butcher block table. The butcher block table may not be used for food preparation.
- h. If you place anything hot on the linoleum counter, you must put a trivet underneath

7. Waste Disposal

- a. Announcement must be made at the event about composting
- b. Make sure there is a sign with the compost instructions at the trash/composting area
- c. Make sure the proper green liner is in every compost bin that is being used.
- d. Whatever trash/compost/recycling bins are put out should reflect what is being served. If nothing being served requires the trash bin, do not put out a trash bin. If only a few small items would go in the trash, put out only one trash bin, ideally small.

D. Check-off list – must be submitted after an event

For a Shabbat or holiday event, someone from the office will fill out the form on the next business day.

For all other events, the person in charge of the event, or its representative in the kitchen, should fill out the form. Copies of the form should be kept in a binder in the kitchen.

Event Name: _____

Event Date: _____

Kitchen-Trained Person: _____

Leftovers are put away

- All leftover food is either in relevant cabinets (must be unopened) or in the refrigerator or freezer. Open ingredients may be stored in sealed tubs. (Plastic bags are not sufficient, since rodents and bugs can chew through them)
- Closed shelf-stable items that you would like to donate to kiddush can go on the counter on the dairy side. You must label them “For Kiddush” using a sticker from the binder.
- Open items not in a sealed tub or perishable items (even sealed) should be placed in the refrigerator or freezer. Bread and baked goods from bakeries are not sufficiently shelf-stable and must go in the refrigerator. NOTE: Before an event, unopened bread and baked goods may be left on the counter for up to 2 day, but after an event, it must be put in the refrigerator or freezer.
- Leftovers for “anyone can take” go in far right fridge (the kiddush crew will compost all leftovers on Fridays)
- Leftovers for donation go in far left fridge (only for Shabbat leftovers)
- If there are leftovers that could be used for a future event, be sure to alert a relevant person afterwards, and label “use for kiddush” or “use for religious school” as relevant
- Any food in the freezer should be labeled or placed in the free for all box
- If there is a significant amount of leftovers that you are leaving for staff, please alert the executive director, and you can also alert Kathy MacDonald, and she will take some of the food marked “For Staff” and pack it up to give directly to homeless people.
- Use the stickers for leftovers
 - Indicate what food should be donated, saved for staff, saved for the family/event organizers, or “use for kiddush” or “use for religious school”

- If you want food to be donated, email Bob Russman-Halperin (bob.halperin@gmail.com) immediately after Shabbat/holidays (only for Shabbat leftovers)
- All surfaces must be cleaned**
 - Use spray and paper towels
 - Clean with water afterwards to remove the spray
 - Clean all counters, sinks, and the stovetop if you used it
 - If there is a spill on the floor, clean it up with paper towels and spray.
- Dirty Dishes are gathered for washing, or are washed**
 - Leave dishes for the custodian to wash. Put dirty dishes and utensils on the metal surface next to the dishwasher or the butcher block table.
 - For events with no custodian on duty (Sunday or Monday evenings), put any dishes or utensils in a large garbage bag, tie the bag, and leave it in the sink for the custodian to wash the next day.
 - Dairy sink should not be used for dishwashing
 - If you are using a blender, food processor, or any other piece of equipment with a base, wipe down the base and return it to the cabinet where you found it.
- If there is no custodian on duty, seal bags for trash/compost and bring all trash and compost out to the dumpsters.**
- If something is broken or missing, and it is not urgent, then following the event email the executive director.**
- Turn off all relevant appliances (only for events that are not on Shabbat or holidays)**
 - Oven and fan must be turned off (if it is Shabbat, do not touch them– they will have been left on a timer.)
 - Stove, vent, and gas must be turned off

E. Follow up

1. Custodian runs the dishwasher (Except Sunday and Monday nights)
2. Custodian takes out the trash/compost/recycling (Except Sunday and Monday nights)
3. Custodian cleans the floor
4. Bob coordinates food donations, if relevant
5. Family comes by after Shabbat, no later than Monday, to get leftover food, if relevant
6. The next working day, someone from the office will check the form in the binder in the kitchen next to the refrigerator, to confirm that everything has been checked off properly. If not, they will inform the person responsible for the event. Forms will stay in the binder for follow-up.
7. If a kitchen-trained person repeatedly fails to comply with these expectations, the executive director will inform the relevant VP, who can follow up. Repeated infractions will result in a conversation, which, in extreme circumstances, may result in the removal of a person from the list of kitchen - trained people.
8. On Friday mornings, all leftovers will be composted.
9. On a monthly basis, the kitchen committee will inventory supply of food and items that are regularly kept in stock.
10. On a monthly basis, the composting committee will inventory the supply of compostables.
11. On a weekly basis, Marilyn will inventory supply of cleaning supplies in the kitchen including the following.
 - a. Dish soap
 - b. Hand Soap
 - c. Spray for surfaces
 - d. Sponges and scouring pads
 - e. Absorbent paper towels
12. If any items run low, including cleaning supplies or stickers in the binder, Janet or whoever notices should inform Marilyn.

Kitchen setup

- Hekhshers doc attached to fridge
- Sign by dairy sink– do not use for dishwashing, dishes should go in the dishwasher
- In the drawer, have tape and sharpies for labeling food
- Free for all box in the freezer (open)
- Sign by the dairy counter “Items on this counter are for events; please don’t take”
- Can the broken drawers/cabinet doors in the kitchen be fixed?-- in process
- Baking trays should be scrubbed and re-painted in the appropriate colors
 - Custodian should scrub them– Jorge will do this when he gets back
 - Afterwards, alert RLKP, who will arrange with Janet for trays to be painted