

DEPARTMENT OF HEALTH SAFETY RULES
The Board of Trustees - January 2007

Four documents associated with Building use:
GUIDELINES FOR BUILDING USE AT NORTH PRESBYTERIAN CHURCH
DEPARTMENT OF HEALTH SAFETY RULES
USAGE AGREEMENT FOR NORTH PRESBYTERIAN CHURCH
SIGN OUT FOR BUILDING USE AT NORTH PRESBYTERIAN CHURCH

Whereas, our permit to hold public dinners depends upon compliance with all Department of Health regulations, and

Whereas, inspectors from the Chemung County Department of Health are permitted to conduct surprise inspections at any time and if we are found not following proper kitchen procedures, a dinner or function could be shut down, and

Whereas, we are committed to protect the health and safety of our members and members of the community who eat at church sponsored functions,

NOTE THAT THE FOLLOWING REGULATIONS MUST BE FOLLOWED AT ALL TIMES:

1. Persons who are sick should never be in the kitchen, help prepare, cook or serve food.
2. Wash your hands before food preparation, before serving food, before putting on gloves, after using the bathroom, after sneezing or drinking, after touching beef or poultry, after touching anything which might result in contamination of hands.
3. Make sure that bare hands never touch:
 - prepared fresh fruits and vegetables served raw
 - salads and salad ingredients
 - cold meats and sandwiches
 - bread, toast, rolls and baked goods
 - garnishes such as lettuce, parsley, lemon wedges, potato chips or pickles
 - ice served to customers
 - any food that will not be thoroughly cooked or reheated after it is prepared
 - any food that has been cooked and is being put on serving plates and/or served

WEAR GLOVES or use tongs, forks, spoons, deli paper, waxed paper, napkins or spatulas. If there is any possibility that your hands or fingers may come in contact with food that is to be served, WEAR GLOVES.

4. Change gloves when they get ripped, torn, soiled or when they are contaminated. Contamination can occur after using the bathroom, smoking, coughing, sneezing.

Gloves must be changed in between preparing raw and cooked foods.

Hands must be thoroughly washed before putting on new gloves.

Once gloves are removed, they must be discarded. It is not acceptable to use the same pair of gloves more than once.

5. Gloves will be provided in dispensers in the kitchen and extra boxes will be kept in the cabinet to the left of the stove [above the thermometers]. Notify the sexton or church office if more are needed.

NOTE: because many people are developing life-threatening allergies to latex, vinyl gloves will be stocked for kitchen use.

6. Follow the guidelines for rapid cooling of foods for refrigeration [posted on refrigerator].

7. Ensure that foods are cooked to the proper temperature, are maintained at the proper temperature, and are served at the proper temperature.

- Dept. of Health charts for proper temperatures for various types of food are posted on the cabinet to the left of the stove.

- A probe thermometer [looks like a pencil with a circular digital readout attached to the top] is stored in the cabinet to the left of the stove. Check food temperatures to decide when something has been cooked to the proper temperature. Use the digital probe thermometer intermittently to check that foods in chafing dishes and in serving containers are at proper temperatures for serving.

- The portion of the thermometer which comes into contact with food must be washed with detergent and water between contact with different foods.

- Check the temperature of reheated dish-to-pass casseroles, etc. to ensure they have been reheated to required serving temperature before putting on buffet tables.

8. Foods served at public fund raising dinners [except for baked desserts which do not require refrigeration] MUST be prepared in the approved NPC College Avenue kitchen.

9. Eggs and raw meat must always be stored on the BOTTOM shelf of the refrigerators. If left on an upper shelf, they may leak and contaminate items on shelves below.

10. Each time food is served, a fresh container of bleach water must be prepared for cleaning tables, counter tops, etc.

- Put a little less than 1/2 cap-full of bleach in about one gallon of water.

- Use a test strip [tear only a very tiny piece off of the bleach test kit found in the cabinet to the left of the stove near the thermometers] and dip into the bleach water.

- Compare the color of the wet strip with the guide on the plastic container. It should be 100. If too weak, add more bleach and test again. If too strong, add more water and test again.

- Clothes or sponges soaked in this solution are to be used to clean tables before set-up, between settings at large dinners, when clearing the tables at the end of a dinner, to clean spills on serving tables, for high chairs after each use, etc. All flat surfaces and sinks in the kitchen should be wiped down with this solution at the end of the dinner and again before preparing or serving food at the next dinner.

11. When pots, pans, etc. are washed in the sink, it should be a 3-step process. The sink on the left for washing, the middle sink for clean water rinse, and the 3rd sink should contain a bleach solution [add a capful of bleach at a time and check with a tiny piece of chlorine test strip at a time until it reads "50"] in which items should be rinsed before being put in the dish drainers to air dry.

12. Foods once cooked should NOT be left out on the counters to cool. Soup pans, etc. should be immersed in a second pan with cold water and ice for quick cooling and then placed in refrigerator [see directions posted on refrigerator for proper procedure]. Turkeys or other meats should be cut into pieces once cooked [ie, remove legs, wings and cut breast in half and remove skin] so that no one piece is larger than - 6 pounds. Turkey or meats should not be covered until cooled to less than 45°. We have been instructed to place cooked turkey or meats directly into refrigerator or freezer for quick cooling and cover when cooled.

13. After your event:

- Open plates of butter or margarine should not be left in refrigerator. Throw out after your event.

- Please do NOT leave opened containers of leftover ice cream, juice, milk, vegetables, soft drinks, etc. in the refrigerator. Please take home or throw out after your event.

- Any items left in a refrigerator or freezer should be marked with the date the item is left [there

are markers in a drawer near the pass-through window].

- The mop bucket and mop for emergency spill clean-up cannot be left in the kitchen. North Church will be providing a key to one of the janitor closets that everyone can access if the need arises.

- We are not allowed to use rusted or cracked utensils or any wooden items that "show wear."

THANK YOU FOR HELPING US KEEP EVERYONE HEALTHY AND SAFE