

MISSION, VISION, VALUES

The mission of the Bear River Kitchen Incubator is to provide a low-cost, certified kitchen for use by all individuals that desire to produce a food product for profit or home-use in a safe and sanitary environment.

The vision of the Bear River Kitchen Incubator is to be recognized as a kitchen that provides a low-cost, up-to-date environment for all individuals desiring to start up a business but have little means to do so. We want to be known as an honest, respectable business helping individuals to know what products work, the rules and regulations of a food service establishment, and provide onsite help with food and nutrition information, food code regulations, packaging, fliers, advertising, etc.

Values:

Honesty	Helping others reach their goals	Good work ethic
Integrity	Service any time of the day or night	Compassion
Clean work environment	Vision of what can become	hope

KITCHEN OPERATING POLICIES

Kitchen Manager:

Policy: As required by the Bear River Health Department, this kitchen facility must have a kitchen manager available for those clients producing ready-prepared/ready-to-eat foods. This manager must meet the standards set forth by the BRHD and have or obtain any licensing needed to act as manager of this facility.

Liability Insurance:

Policy: The Bear River Kitchen Incubator holds liability insurance for the facility and the equipment; it does not provide liability insurance for any food products/items produced by tenants using the facility. Tenants need to provide their own liability insurance if desiring so.

HAACP Plans:

Policy: Any kitchen client desiring to process potentially hazardous foods (as defined by the FDA) must produce a HAACP plan as required by the Food and Drug Administration. Assistance is available for through the kitchen manager, but the kitchen will completely write or provide HAACP plans for clients.

Procedures:

1. Any clients using the kitchen for the processing of potentially hazardous foods must provide the management with a HAACP plan as required by the USDA and FDA.
2. Clients may request help from the kitchen manager, but must be prepared to do most of the work and not expect the kitchen to provide it for them.

Petty Cash:

Policy: Any items needing to be purchased for kitchen usage can be done so by use of the petty cash available to the kitchen manager and other directors as agreed upon.

Procedure:

1. Any items needed for the kitchen can be bought with the petty cash money and the receipt must be kept on file to track expenditures and use of the petty cash money.

TENANT POLICIES AND PROCEDURES

Tenant Application Form

Policy: Tenants interested in using the Bear River Kitchen incubator will need to obtain a tenant application form, fill it out, and return it before first-time use of the kitchen is allowed.

Procedure:

1. Tenant may pick up a tenant application form at the kitchen (390 West 9000 South in Paradise), the office of UACD (1860 N 100 East in North Logan), or request one online at www.saabra.org.
2. Tenant will complete the application form and return it to 1860 North 100 East, North Logan. It will be forwarded on to the kitchen manager for processing and review.
3. Upon approval of the application form by the kitchen, health department and/or Utah department of agriculture, the tenant may begin to schedule kitchen facility use time.

Orientation Policy

Policy: Upon approval as a tenant of the shared-kitchen facility, the kitchen manager will provide an orientation/tour of the facility.

Procedure:

1. The tenant needs to call the kitchen manager and schedule a time for a brief orientation of the facility and to answer any questions the tenant may have.
2. Upon arrival for orientation, tenant will fill out necessary forms signifying complete understand of what is expected of them throughout their use of the kitchen facility.

Rental Agreement

Policy: Bear River Kitchen Incubator is a facility that provides a certified kitchen to those in the public that would like to produce food for business or at-home use. Before use of this kitchen is allowed, the rental contract (along with other provisions) must be filled out, signed and dated by the tenant and management of this facility.

Procedure:

1. Upon approval of the application, the tenant will be notified, and can set up appointment

with the manager to fill out the rental agreement and other documentation necessary to fully operate in the kitchen.

2. Signing of the rental agreement holds the tenant liable for any misconduct or breach in contract that could result in loss of facility-usage privileges.

Services Provided

Policy: Bear River Kitchen Incubator is a commercial, shared-use kitchen that may be rented and used along with all equipment and utensils needed for tenants to produce a given product. Services are provided for packaging and labeling, provided via the office, with a small fee for consumables.

Procedure:

2. When scheduling the facility, tenants will be provided with a list of equipment, utensils, etc. that is provided for use in the facility.
3. Tenant will be able to use kitchen during the scheduled time and will have access to all kitchen and office equipment until their time of use is up.

Scheduling of Kitchen Use

Policy: Scheduling time to use the kitchen may be done at any time, but must be within at least 24 hours advanced notice of when kitchen use is desired. Scheduling is based on first-reserved, first-served policy.

Procedure:

1. Tenants may call or e-mail to set up time for kitchen usage.
2. Manager will record reserved time and make sure kitchen will be unlocked/issue a key to tenant at that time.
3. Tenant needing to cancel, must call within 4 hours of scheduled time.

Cost of Services

Policy: Bear River Kitchen Incubator does charge a rental fee based upon day (8 hours) and half-day (4 hours) pricing. Additional charges for consumables used in the office will also be added to the final bill. Prices are listed on the Rate schedule and storage rules and agreements form.

Procedure:

1. Tenant will sign the Kitchen lease agreement which will state the price for the time needed to use the kitchen.
2. After the lease agreement has been read and signed, a pricing sheet will be given to the tenant to make them aware of all prices charged, with no hidden fees for excess services.

Storage Facility Use

Policy: Bear River Kitchen Incubator offers storage space (cold or dry) to tenants based on a regular monthly or quarterly fee.

Procedure:

1. Tenant will fill out the *storage rules and agreement* contract before time of storage use date. This contract sets the fee schedule and rules for storage use.
2. Tenant may pay on a monthly or quarterly basis. If rent is past due one month, tenant will not be given access to the storage area until rent is paid in full.
3. Failure to comply with the rules set forth in the contract, tenant will be asked to remove items and store them elsewhere.

Payment of Bill

Policy: Tenants will have to pay the bill for the services rendered within one month of kitchen usage before breach of contract does occur. Bills may be paid in the following ways:

- Monthly: Tenant has an account established and has all goods and services used added into one total bill payable at the end of each month (month being defined as first time use begins the billing for said month, and that day will be set for each month hereafter).
- Weekly: If tenant requires use of facility no more than two times a month, they may be eligible to pay on a weekly or bi-weekly basis.
- Each use/one time use: If tenant wishes to do so, payment of rent and additional charges may be made after each use of kitchen.

Procedure:

1. Upon end of billing term, however it is defined from the above three listed, the kitchen manager collects the payment from the tenant and gives a receipt for amount paid.
2. The tenant can pay with cash, check, or credit card, making checks payable to -----.
3. Bills with a past due date of more than one month will facilitate a breach of contract with the BRKI and will result in dismissal from further use of the kitchen.

Food Handler's Permit

Policy: It is required by the Bear River Kitchen Incubator and the State of Utah Health Department that each individual working in this commercial facility have a current food handler's permit in their possession.

Procedure:

1. Upon Agreement to the Lease Agreement and Operating policies, a copy of the tenant's current food handler's permit will be required to have on record at the facility in order for the tenant to begin working.
2. If a current food handler's permit is not available, the tenant may contact Bear River Health Department for class information.
3. Working in this kitchen without a current food handler's permit could result in termination of the contract between tenant and Bear River Kitchen Incubator.

Compliance with Kitchen and Safety Rules

Policy: Bear River Kitchen Incubator will provide tenant with a list of kitchen and safety rules

that must be signed and dated signifying they have read and will comply with these rules. Failure to comply can result in breach of contract and dismissal of tenant privileges to use the facility.

Procedures:

1. Upon signing on with the shared-use kitchen as tenant to manager, a list of kitchen and safety rules will be provided. This will need to be signed and dated.
2. A list of both sets of rules will be posted in the kitchen as a reminder of the contract signed.
3. If misconduct or failure to follow the rules is noted by others in kitchen facility, dismissal of kitchen use can occur.

Number of Tenants allowed in Kitchen:

Policy: In order to prevent cross contamination and over-crowding in the kitchen area, no more than one tenant (or business) will be able to use the kitchen at one time, unless the same type of product is being produced, i.e.: baked goods, jams, etc.

Procedure:

1. Tenants must schedule times to use the kitchen with management, if two tenants need the facility at the same time, the manager must assess if both products can be prepared at the same time.
2. If the management determines that both products can be prepared at one time, the first tenant that set up the appointment will be notified to determine if this works for them.
3. If the first tenant agrees, the second tenant will be granted use of the kitchen at the same time.
4. Tenants producing large scale items, requiring more than one employee at a time to be in the kitchen, will be allowed to have more than one individual helping produce the product, but all must still have valid food handler's permits.

Management On-site:

Policy: In order to comply with rules and regulations set forth by the Bear River Health Department, any clients producing ready-to-eat foods as defined by the Health department and USDA; are required to have the kitchen manager present when using the kitchen.

Procedure:

1. Upon scheduling a time for kitchen usage, the tenant will make sure that the kitchen manager is available during the use of the kitchen.
2. Tenants wishing to come at times other than those scheduled will need to make sure that the kitchen manager can be there to supervise.

Check off sheets for Tenants:

Policy: In order to ensure procedures are followed for safety, and cleaning and that basic kitchen rules are being followed, all tenants will be given two checklists upon arrival at the kitchen:

- Kitchen checklist - this will allow tenant to note any areas found unclean and notify the management of this. Tenants can choose to fill this out as they feel necessary.

- Tenant checklist - this will allow tenant and/or management to keep track of things throughout the duration of kitchen use. It will be used to track temperature, sanitary food handling, safety and kitchen rules being followed, and a cleaning schedule being met.

Procedure:

1. Upon arrival to kitchen, tenant will pick up the two above stated checklists in the box located inside the office door.
2. Tenant will fill out the pre-cleaning worksheet as they notice any areas of the kitchen not sufficiently cleaned and sanitized. They can put the completed sheet in the file labeled "kitchen checklist" located inside the office door.
3. As the tenant moves throughout the kitchen they should be aware of and follow the tenant checklist to ensure appropriate, sanitary food handling techniques and proper cleaning of the facility.
4. The manager will need to fill out part of the tenant checklist if there are foods to be served elsewhere. The manager must take the time and temperature of each product before it leaves the facility, initialing that it is true and correct to the best of their knowledge.
5. Before leaving, tenant must sign and date the completed checklist, stating that they did indeed follow the rules of the establishment and leave in the folder labeled "tenant checklist" just inside the office door.

Breach of Contract

Policy: If the tenant fails to comply with the contract set forth to facilitate use of said kitchen, breach of contract could result and dismissal of kitchen usage could occur.

Procedure:

1. Failure to comply with rules and agreements of contract one time will result in verbal reminder and warning.
2. Failure to comply with rules and agreements of contract a second time will result in a written warning.
3. Failure to comply with rules and agreement of contract a third time will result in suspension of kitchen privileges

Dismissal of Facility Usage

Policy: Upon breaching of contract greater than three times, the tenant will be asked to leave the kitchen facility and be refused continued use of the facility. After three months, tenant may return on a probationary state of one month. Evaluation of conditions will occur after one month and will determine if tenant can sign back on or be dismissed permanently.

Procedure:

1. Breaching of contract rules and agreements a fourth time will be cause for immediate dismissal from the kitchen, if tenant fails to comply, other interventions may be needed.
2. After a three month suspension period, tenant may return on a one month probationary period in which a kitchen manager must be present 80% of the time that the tenant is in the facility.
3. After the month probationary time, the manager will evaluate if the tenant may remain on

contract or permanently dismissed.

4. If after probationary state is through and tenant remains on contract, another occurrence of non-compliance will result in permanent termination of contract.

RECEIVING, STORAGE, AND INVENTORY

Inventory:

Policy: Inventory of equipment and utensils in kitchen have been inventoried at the time of kitchen opening and will be inventoried on a twice a year basis, to determine if any theft has occurred.

Procedure:

1. Management will perform or hire someone to perform inventory using inventory control sheets on file.
2. Any missing items will be recorded and tenants will be charged if suspected of theft.

Inventory Control:

Policy: The equipment and utensils provided by the Bear River Kitchen Incubator are for the use of all tenants that desire to produce their approved products in this facility. Each item has been marked with the kitchen's inventory specification number and will be accounted for each inventory period. A brief walk through inventory will occur once a week to ensure that no items have been taken from the kitchen.

Procedure:

1. Management will undergo a weekly brief inventory to make sure that all products are left in the kitchen and nothing is taken from the kitchen that belongs to it.
2. Any tenant caught removing items from the kitchen could have their kitchen use privileges suspended.

Tenant Storage in the Facility:

Policy: Any and all tenants using the kitchen to produce a product has the privilege of storing any items in the refrigerator, freezer, or dry storage areas.

Procedure:

1. Tenant will fill out the 'storage agreement form' provided by the management to signify they will comply with the rent charged and rules involved with storing items.
2. Tenant will be given access to their storage via a lock and key which will allow them to lock up any items they wish.
3. Tenants will need to make sure and follow all sanitary guidelines for storing food and be sure to rid storage of any spoiled and rotten food in a timely manner or the management will have to remove it for them.

Deliveries to the Kitchen

Policy: Tenants may have deliveries made to the kitchen facility, as long as they have cleared it with the management and are present to help receive the items.

Procedure:

1. Tenant will notify manager of delivery and schedule appropriate time for drop off.
2. Tenant will be present at the specified date and time to receive and check-in the order.
3. If tenant is unable to be there to receive the order, they need to designate another individual to be there in their place.
4. Any concerns or adjustments can be done by making arrangements with the management to handle the delivery as needed.

Food Production

Preparation Methods

Taste Testing

Policy: Taste testing of products must be done away from the cooking area and must be done by use of the small cups and spoons provided.

Procedure:

1. When it is desired to taste test a product, tenants must place the product in one of the tasting cups provided and use the plastic spoons to taste with.
2. Plastic spoons may not be put directly into the container holding the food.
3. Please be sure to discard used spoons and cups and use clean ones when re-tasting foods.

Quality Standards

TEMPERATURE REGULATIONS:

Time and Temperature Logs:

Policy: In order to maintain a safe and sanitary environment in which to produce food, the methods of temperature control (refrigeration and heating/cooking) must be regulated at all times. Temperatures of ovens, refrigerator, and freezer must be taken at least once a week and recorded in the provided time and temperature log.

Procedure:

1. At the first of each week, the manager or staff on duty will check the temperatures of the fridge, freezer, convection oven, and gas oven and record in the time and temperature log.
2. Any time and temperatures too high or too low will be accounted for and remedied by -----.

Cooking Temperatures:

Policy: In order to assure that prepared food has a decreased risk of developing food borne illness and that it is cooked thoroughly, temperatures must be taken of cooked food and must read as follows:

Casseroles:	160-175	Meat, entrees:	160-175
Ham	160	Pork:	170
Ground beef/pork:	160/170	Ground turkey/chicken:	170
Turkey breast:	170	Poultry:	180
Beef - well:	170	Beef - medium:	160
Eggs:	140-155		

Procedure:

1. Upon completion of desired cooking time, temperature of food items should be taken by use of the available thermometers.
2. Temperatures should be recorded and if do not match the above listed, food will be required to cook until it reaches the above temperatures.
3. Failure to comply with these regulations could result in termination of further kitchen usage.

Hot holding of Food:

Policy: Any food that is going to be hot held in this food establishment must be held for no longer than 2 hours at or above a temperature of 140 degrees F. If it drops below that, it will not be allowed to be taken and served elsewhere.

Procedure:

1. Upon removal of hot foods from oven or other cooking area, temperatures will be taken upon removal, after 30 minutes, after 1 hour, after 1 hour 30 minutes, and within a two hour time span it should be still above 140 degrees and on its way to be served at another facility.
2. If food has the temperature taken when being hot held and drops below 140 degrees within 2 hours, it must be discarded and not served to others.

Chilling of food:

Policy: Any food that is going to be chilled and held to be taken to another establishment must be held at this facility for no longer than 2 hours, below 35 degrees F. If it begins to rise above that before the two hours has passed, it will have to be discarded and not served else where.

Procedure:

1. Upon finish of the desired product, it will need to be chilled until it reaches 35 degrees or below. After it has reached this, it will have the temperature read 30 minutes from that time, 1 hour, 1 and one half hours, and at two hours it will need to be below 35 degrees and on its way to be served at another facility.
2. If food has the temperature taken when being chilled and goes above 35 degrees within 2 hours, it must be discarded and not served or taken and served immediately.

Thawing of Food

Policy: To decrease the risk of bacterial growth and food borne illness, it is required that any frozen food must be thawed in a refrigerator or under cold, running water.

Procedure:

1. Remove frozen item from the freezer and place in refrigerator at 40 degrees or below and wait until it thaws (if it is meat, place it on the bottom shelf with a container underneath it to catch any drippings).
2. If refrigerator thawing is not desired, place food item in an air-tight plastic bag and put under cold, running water until it thaws.

Receiving Food Temperatures:

Policy: Any potentially hazardous food being brought to this facility must arrive with temperatures as specified below:

- Refrigerated foods: 5 degrees C (41 degrees F) or below.
- Cooked foods: 60 degrees C (160 degrees F) or above.

Procedure:

1. Upon arrival into a facility, any hazardous foods will be checked for correct temperature and recorded in log book (being initialed by management) and kept in specified tenant file.
2. Any foods arriving at temperatures outside of the ranges as specified above will not be allowed to be prepared in this facility.

Temperature Requirements for Transport of Food:

Policy: In order to prohibit the occurrence of any food borne illness, it is determined that any food (being held hot or chilled) leaving this kitchen facility is required to have the temperature taken by the management before it is transported elsewhere.

Procedure:

1. Before kitchen tenant leaves facility with the prepared food, the manager must take the temperature of all potentially hazardous food or witness the tenant doing so.
2. After the temperature is taken, the time and temperature must be recorded on the kitchen tenant checklist and kept on file to ensure no further liability for the kitchen if food-borne illness does occur.

INFECTION CONTROL

Designated Sinks and Purposes:

Policy: All individuals using the kitchen facility will need to ensure they use the correct sinks for the specified purposes. The three types of sinks are as follows:

- Hand washing
- Food wash
- Dirty/soiled dishes and equipment

All sinks have been labeled and will need to be used properly or expulsion from kitchen may result.

Personal Hygiene

Policy: All individuals using the kitchen facility will need to foster good hygiene to be allowed to work in the kitchen area. The definition of good hygiene is stated below:

An individual must come to work in the kitchen with clean clothes and body (hair included). Short finger nails, free from polish or acrylic fillings, and clean hands.

Procedure:

1. Upon arrival in the kitchen facility, persons desiring to work with/around the food production area must be wearing clothes free of dirt and other stains. Long nails will need to be trimmed prior to working with food and hands must be clean.
2. Non-compliance with this procedure can result in suspension of kitchen privileges.

Hand washing

Policy: All individuals using the kitchen facility must wash hands before handling food, after using the restroom, after eating, drinking, smoking, touching the face and other bare human body parts, blowing nose, contact with raw food, after handling soiled equipment or utensils, and after handling service or aquatic animals. Hand washing must be done at a designated hand wash station.

Procedure:

1. Persons desiring to work with/around the food production area must thoroughly wash their hands at the designated hand wash sink.
2. Hands must be scrubbed for twenty seconds using soap and hot water and dried with paper towels.
3. After using the restroom, hands must be washed twice, once in the restroom, and again upon entering the kitchen.
4. Any contact with the mouth, facial area (eating, sneezing, smoking, drinking), or touching hair or any other part of the body will give need to again wash hands before contact with food.
5. After contact with food (cooked or raw) hands must be washed before touching other foodstuffs to avoid cross contamination.

Hair Nets

Policy: Any individuals working in the kitchen area must wear a hairnet. Individuals with beards must cover them as well.

Procedure:

1. Upon entering the facility and before beginning work with food items, hair must be tied back away from face and put into a hair net. Beards must also be covered with beard nets.

Employee Health Policies

Policy: Employees with open lesions, infected wounds, sore throats, or any communicable disease shall not be permitted to work in the kitchen area.

Procedure:

1. Employees with any of the above stated problems should call in to work that day, staying home until problems clear up.
2. Employees that come to work with any of the above will be sent home.

Tenant Health Policies

Policy: Tenants with open lesions, infected wounds, sore throats, or any communicable disease shall not be permitted to work in the kitchen area.

Procedure:

1. Tenants with any of the above stated problems should call in to the kitchen and reschedule a time to use the facility.
2. Any Tenants that show up to the kitchen with any of the above will be asked to reschedule and sent home until symptoms clear up.

Sanitary food handling

Policy: The production of any and all food items should be done following sanitary practices to decrease the risk or occurrence of food borne illness.

Procedure:

1. Tenants will be sure to wash and sanitize all areas that have come in contact with any food items. Items where raw meats have been prepared need to be cleaned and sanitized immediately following preparation, before other food items can be prepared in that area.
2. Tenants will also make sure to wash and sanitize all equipment and utensils used, following instructions posted in the kitchen facility.

Use of Sanitizing buckets and rags

Policy: To ensure that the kitchen facility is kept a clean and sanitary environment to work in, all those using the facility must clean and sanitize what they have used throughout their time at the kitchen by using designated sanitizing buckets, solutions, and rags.

Procedure:

1. Upon completion of food preparation, tenants will clean and sanitize the facility by using a sanitizing solution of chlorine and cool water at 100 ppm.

2. Mixing of the chlorine and water can be done at the 3-compartment sink using the chlorine and specified sanitizing buckets (located beneath the food wash sink).
3. After mixing occurs, tenants will check the ratio of water: chlorine by using the available chlorine test strips to achieve the desired ratio.
4. Clean rags are located in the basket above the three compartment sink.
5. Upon completion of sanitizing, buckets may be dumped into the janitorial sink near the bathrooms.
6. Soiled and used rags will be placed in the bin labeled “dirty rags” located beneath the three-compartment sink.

Animals in the Kitchen:

Policy: In order to provide a clean, sanitary environment in which to produce food safe for human consumption, live animals of any sort are not allowed in this facility at risk of contamination of food products.

1. Any tenant entering this facility is required to leave any/all animals at home or outside.
2. Any tenant bringing an animal into this facility will be asked to remove it immediately, and if they do not, will be asked to leave the premises.

Special Cleaning:

Policy:

ENVIRONMENTAL STANDARDS

Material Safety Data Sheets

Policy: Any chemical or hazardous substance used in the Bear River Kitchen Incubator is required to have a Material Safety Data Sheet (MSDS), informing procedures to clean up a spill, emergency services if ingested, if it has gone into someone’s eye, etc. These sheets will be in a red binder, clearly labeled and placed on the shelf in the janitorial closet.

Procedure:

1. Any chemical used on this facility must have a MSDS sheet, upon purchasing new chemicals; an MSDS sheet must be obtained.
2. Any accidents/incidents with any chemical in the facility will require action taken by following instructions on the sheets, located in the janitorial closet (in a red binder).

Recycling

Policy: To ensure we do are part to help the environment, Bear River Kitchen Incubator focuses on recycling paper, plastic, cardboard, glass, and aluminum products.

Procedure:

1. Tenants will rinse and sort the applicable recyclable materials and place them in the labeled

recycle containers located in the kitchen facility.

2. Once a week the recycle containers will be emptied into the recycle containers located at 200 West 9000 South.

EQUIPMENT

Maintenance Schedules:

Policy: All kitchen equipment will be maintained in working, clean condition at all times.

Maintenance for different equipment is stated below:

- Rolling Sheeter
- Convection oven
- Gas range/oven
- Extra Range
- Hobart Slicer
- Lan Elec Slicer
- Freezer
- Refrigerator
- Hobart Mixer
- Kitchen Aide

Procedure:

1. Individuals in charge of maintenance of the equipment will inspect the different pieces according to the schedule listed above, to keep free from break down and other problems.
2. If breakdown/damages do occur to any of the above listed equipment, then the maintenance worker(s) will be notified by the management and respond as quickly as possible.
3. Cleanliness of the equipment will be kept through tenants cleaning after each use and by the kitchen manager checking weekly to ensure all equipment is clean and up to standards.
- 4.

Equipment use:

Policy: All equipment is available for use (as designated by management) by the tenants in the kitchen area. Proper operation, cleaning, and sanitizing are expected.

Procedure:

1. Upon arrival to the kitchen, tenant will have the chance to use whatever equipment is available, if tenant is unsure of how to use certain pieces of equipment, reference to the operating instructions is advised.
2. Operating instructions are located in the file labeled - operating instructions just inside the office door.
3. Cleaning and sanitizing instructions should be posted nearby the equipment, but also are on file in the office.
4. Proper cleaning and sanitizing for each piece of equipment is listed in this binder; failure to comply with standards can result in loss of kitchen privileges.

Equipment Cleaning:

Policy: To assure that all equipment is properly cleaned and sanitized after use, tenants are asked to follow the instructions provided below:

Equipment Cleaning: HOBART MIXER

The following must be done in order to assure that the mixer is cleaned and sanitized thoroughly after each use:

1. Before attempting to disassemble the equipment, make sure that the machine is off.
2. Begin by lowering the bowl, turn the wheel counter-clockwise until it stops.
3. Remove the mixing blade, push it up and twist it to the right, sliding it down and guiding the nail through the slot.
4. Remove bowl from attachment to base by sliding the metal clamps (2) that hold it into place outward. Lift it up off of the metal knobs (2) on each side.
5. Take the bowl and hook (after product is emptied out of it) and put it in the 3 compartment sink located on the east wall.
6. Be sure that the bowl and mixing blade are thoroughly cleaned with hot, soapy water, scrubbing off any debris.
7. Rinse in hot water for at least 30 seconds.
8. Place in sanitizing solution for at least 10 seconds.
9. Allow bowl and mixing blade to air dry.
10. Once it is dry, be sure to reassemble the mixer.
11. Make sure the bowl is securely fastened on the bolts on either side of the base and the metal clamps are firmly holding it in place.
12. To reattach the mixing blade, line the nail up with the slot on the mixer and gently slide it up, turning it to the left. Make sure that this piece is securely in place before operating.

Equipment Cleaning: KITCHEN AIDE

The following must be done in order to assure that the kitchen aide is cleaned and sanitized thoroughly after each use:

1. Before you attempt to disassemble the equipment for use, unplug it from the electrical outlet.
2. Lower the bowl to the lowest position by turning the handle counter-clockwise, pointing it downward.
3. Remove the mixing part by pushing up and twisting it clockwise, gently sliding it down past the screw.
4. Remove the bowl and mixing blade by lifting it up off of the base and free from the screws that hold it in place.
5. Place it in the 3 compartment sink on the east wall of the kitchen.
6. Wash the bowl and mixing blade in hot, soapy water.
7. Place them both in the rinse water for at least 30 seconds.
8. After thoroughly rinsed, place in the sanitizer solution for at least 10 seconds.
9. Leave the bowl and mixing blade to air dry once it is sanitized.

10. After it is air dried, before reassembling the unit, make sure it is unplugged.
11. Check that the arm on the side is with the handle facing downward.
12. Attach bowl by fitting the two slots on either side onto the metal screws that stand up from the base.
13. Attach the desired mixing part, making sure that it is secure by lining the screw up with the slot, pushing it up and twisting counterclockwise so that the mixing part is tight to the Kitchen Aide.

Equipment Cleaning: CONVECTION OVEN

After each use:

1. Be sure the oven has completely cooled and that the top right switch is in the 'Off' position.
2. Open the oven doors and wipe down the walls, ceiling, racks, and inside of the doors with hot, soapy water.
3. Be sure to thoroughly get rid of any food and debris, clean the outside of the doors as well.
4. Rinse with clean water and dry with a clean, soft cloth before shutting the doors.

Weekly:

1. Be sure the oven has completely cooled and that the top right switch is in the 'Off' position.
2. Open the oven doors and remove the racks, placing them in the 3-compartment sink on the east wall to be washed.
3. Clean the inside of the oven (be careful of the fan), wiping down the walls, ceiling, base, and inside of the doors with hot soapy water.
4. Rinse oven with hot, clean water and dry with a soft, clean cloth.
5. Wash, rinse, and sanitize the oven racks as instructed by the note posted near the dishwasher.
6. Allow the oven racks to air dry before putting them back in the oven.
7. Once fully dry, put the racks back in and close the door.

Monthly:

1. Be sure the oven has completely cooled and that the top right switch is in the 'Off' position.
2. Using oven cleaner, thoroughly clean the oven inside and out, following the instructions on the oven cleaner. Be careful not to get oven cleaner on the fan.
3. Once oven is cleaned and thoroughly dried, close the oven door.

Equipment Cleaning: STOCK POT RANGE

The following must be done in order to assure that the range is cleaned and sanitized thoroughly after each use:

1. Be sure the range has completely cooled.
2. The gas needs to be completely turned off by turning the red gas line knob on the gas pipe

line clockwise, perpendicular to the gas line.

3. Use a rag and hot, soapy water; wipe off any spots where spills may have occurred.
4. Rinse with hot, clean rinse water.
5. Dry unit with a soft, clean cloth.

Equipment Cleaning: RANGE TOP

The following must be done in order to assure that the range top is cleaned and sanitized thoroughly after each use:

1. Be sure that the range top is turned off and has completely cooled before attempting to clean.
2. The gas needs to be completely turned off by turning the red gas line knob on the gas pipe line (second to the left) clockwise, perpendicular to the gas line.
3. Using a rag and hot, soapy water, wipe off any spots where spills may have occurred. You can lift the metal pieces up to clean underneath as necessary.
4. Rinse with hot, clean rinse water.
5. Dry unit with a soft, clean cloth.

Equipment Cleaning: GAS OVEN

The following must be done in order to assure that the oven is cleaned and sanitized thoroughly after each use:

1. Be sure that the oven is turned off and completely cooled before attempting to clean.
2. The gas needs to be completely turned off by turning the red gas line knob on the gas pipe line (second to the left) clockwise, perpendicular to the gas line.
3. Using a rag and hot, soapy water, wipe out the interior of the oven: walls, ceiling, base, and oven door.
4. Rinse with hot, clean rinse water.
5. Dry unit with a soft, clean cloth before closing oven door.

Monthly:

1. Be sure that the oven is turned off and completely cooled before attempting to clean.
2. The gas needs to be completely turned off by turning the red gas line knob on the gas pipe line (second to the left) clockwise, perpendicular to the gas line.
3. Using oven cleaner, thoroughly clean the oven inside and out, following the instructions on the oven cleaner bottle.
4. Once oven is clean, dry before closing the oven door.

Equipment Cleaning: HOBART SLICER

The following must be done to assure that the slicer is thoroughly cleaned and sanitized after each use:

1. After use of the slicer, be sure to turn it off and unplug from the outlet.
2. Begin first by disassembling the meat carriage holder from the slicer. To do this, twist

the flat black knob, located on the right of the slicer, clockwise and remove the meat carriage holder.

3. Next remove the blade guard by sliding the screw located on the front of the blade guard into the hole with two different sizes on it. Do this and gently remove the blade guard.
4. Carefully wipe down the blade with sanitizing solution and allow to air dry.
5. Next, clean the pieces that have been removed with sanitizing solution.
6. Before attempting to clean the meat catching piece or underneath the slicer, allow the blade and disassembled pieces to air-dry.
7. Once they are dry, reassemble the slicer and clean the meat catcher piece, be careful to keep hands away from blade.
8. To clean underneath the slicer, tilt the slicer up by moving the lever on the right side up and back.
9. Clean the table underneath the slicer, taking care to keep hands clear of motor and other machinery
10. Once slicer has air-dried completely, reassemble by doing the following – be careful of the blade.

Equipment Cleaning: LAN ELEC SLICER

The following must be done to assure that the slicer is thoroughly cleaned and sanitized after each use:

1. After use of the slicer, be sure to turn it off and unplug from the outlet.
2. Begin first by disassembling the meat carriage holder from the slicer. To do this, twist the silver knob, located on the right of the slicer, clockwise and fold back the meat carriage holder.
3. Next remove the blade guard by twisting the small silver screw located on the back of the blade guard. Do this and gently remove the blade guard.
4. Carefully wipe down the blade with sanitizing solution and allow to air dry.
5. Next, clean the pieces that have been folded back with sanitizing solution.
6. Before attempting to clean the meat catching piece or underneath the slicer, allow the blade and disassembled pieces to air-dry.
7. Once they are dry, reassemble the slicer and clean the meat catcher piece, be careful to keep hands away from blade.
8. Clean the table underneath the slicer, by cleaning in the open spot on the left side of the slicer, be sure to keep hands clear of motor and other machinery
9. Once slicer has air-dried completely, reassemble by doing the following – be careful of the blade.

Equipment Cleaning: CARTS

The following must be done to assure that the carts are thoroughly cleaned and sanitized after each use:

1. After use of carts, please wipe down with hot, soapy water
2. Next, wipe with sanitizing solution.

3. Wipe dry with a clean cloth.

Equipment Cleaning: FRIDGE

The following must be done to assure that the refrigerator is thoroughly cleaned and sanitized after each use:

Daily:

1. Be sure to clean up any immediate spills that have occurred from food products.
2. Remove any food that has spoiled to keep fridge clean and free from bacteria

Monthly:

1. Completely clean the refrigerator inside and out (if emptied of food), wipe down with hot, soapy water.
2. Sanitize thoroughly with sanitizing solution.
3. Dry completely with a soft, dry cloth.

Equipment Cleaning: FREEZER

Daily:

1. Clean up any immediate spills that have occurred from food products.
2. Remove any food that has spoiled/past usage date to keep freezer clean and free from bacteria.

Monthly:

1. Defrost by doing the following ----

Equipment Cleaning: 3-COMPARTMENT SINK

After each use:

1. After the dishes have been washed and the sinks have been emptied, be sure to rinse out the sinks completely - getting rid of any/all food or debris.
2. Wipe dry??

Weekly:

1. After the dishes have been washed and the sinks have been emptied, be sure to rinse out the sinks completely - getting rid of any/all food or debris.
2. Sanitize each compartment and areas around, be sure to wipe free of any/all debris with sanitizer.
3. Allow to air dry.

Equipment Cleaning: FRUIT AND VEGETABLE SINK

After each use:

1. Be sure to rinse completely, free from food and debris
2. Wipe dry??

Weekly:

1. Be sure to rinse completely, free from food and debris
2. Sanitize with solution
3. Wipe dry/ air dry??

Equipment Cleaning: PREP TABLES

The following must be done in order to assure that the prep tables are cleaned and sanitized thoroughly after each use:

1. Clear the table of any all garbage/food items.
2. Obtain a rag and bucket of sanitizer
3. Wipe table completely with sanitizer
4. Allow to air dry.

Equipment Cleaning: FLOORS

After each use:

1. Sweep the floor after all other dishes/equipment have been cleaned and sanitized.
2. Fill the mop bucket with warm soapy water and spot mop any spills

Weekly:

1. Sweep the floor after all other dishes/equipment have been cleaned and sanitized.
2. Spray down the floor with hose located in janitorial area.
3. Spray all food/debris into the drain; be sure that all food/debris is sprayed from out and around pipe line.

Equipment Cleaning: WALLS

1. Walls will be thoroughly cleaned twice a year, wiping down with hot, soapy water and a sanitizing solution, then allowed to air dry.
2. After each use of the kitchen, however, it is asked that any spills/splashed be wiped up immediately.

Washing of Equipment:

Policy: Upon use of any equipment located in the kitchen, it is the responsibility of the tenant using that equipment to see that it is cleaned as specified by the cleaning sheet.

Procedure:

1. After equipment has been used and the tenant begins to clean up, they need to follow the cleaning instructions for each equipment piece they need to clean; these should be located near the equipment or on file in the office.
2. After washing, rinsing, and sanitizing (according to cleaning instructions), all equipment

needs to air dry before being reassembled (if reassembly is necessary), the use of cloths to dry will not be allowed.

Equipment for non-use:

Policy: The use of the steam kettles in the northwest corner of the kitchen is off limits and access is restricted. Any one attempting to use this prohibited area will be held accountable for any problems that result.

Procedure:

1. All tenants in kitchen will stick to designated areas as outlined in other policies.
2. Restricted area is curtained off with plastic and anyone attempting to use this area for the purpose of food preparation will be warned twice and then asked to leave the facility.