

New Hope Kitchen Users Information

Welcome! Please review these

Safe Food Handling Practices:

If you are ill, please do not work in the kitchen.

Remove watches, bracelets, and rings. If you wear **nail polish** or have **artificial nails** you need to wear gloves for **ALL** food handling, not just **Ready-To-Eat (RTE)** items.

Wash hands and forearms using **soap** and **hot water** and scrub 20 seconds (sing two rounds of "Happy Birthday.") Vigorous drying with **paper towels** helps to remove bacteria.

Remove **apron** before restroom visits. **Re-wash hands when you return** to the kitchen from the restroom, after coughing, sneezing, after breaks, & after touching commons surfaces such as phones. Wash hands **BEFORE** and **AFTER** wearing gloves.

Do not multitask with one pair of gloves. Change gloves between jobs or after handling dirty dishes or waste.

Wear gloves or use tongs to handle **RTE** foods such as doughnuts, cookies, breads, fruits, or salad ingredients.

Wear gloves when setting tables.

Clean work surfaces with soap and water first, then **sanitize**. *

Use the correct cutting board: **GREEN** = all uncooked, **RTE** items.

Use Red and Yellow mats **ONLY** for **RAW MEAT**.

Only drinks with lids are allowed in the kitchen during food prep.

Do not allow any potentially hazardous food to **remain at room temperature more than 2 hours**.

***Use disinfectant** (1 tsp. bleach / 1 gal. cool water in brown bucket or use spray bottle provided for small areas) to sanitize work surfaces between jobs.

Beverage Prep Guidelines

Please follow all Safe Food Handling practices, particularly when serving **ready-to-eat items** (such as cookies or doughnuts) with coffee.

White cream carafes should be cleaned after each use with hot, soapy water and bottlebrush. Rinse thoroughly with hot water. **Do not immerse** or run through dishwasher. Note: Place ice cubes inside to cool down before filling with cream. Clean thoroughly after use and leave lid off. **Never store cream inside a carafe in the refrigerator.**

Lemons are a source of food-borne illness (FBI.) Wear gloves to wash lemons, slice, and place in water pitchers.

Water pitchers should be **sterilized** through the dishwasher after any use.

Do not immerse black coffee carafes or run through dishwasher.

Make sure **burner is turned OFF** when carafe is empty.

Never unplug or turn off main switch on coffee makers.

Please clean and put all items back on shelves as labeled, ready for next use.

Dishwasher/Cleanup Checklist

HOW TO: Push ON button, #1 cycle; lower cover/bar and run one cycle. When rinse is done, raise bar and insert first wash load.

Wash hands according to food handling guidelines.

Wear clean gloves to put away clean dishes.

Do not towel-dry dishes. Allow all dishes to AIR dry. Use upper shelves for longer drying time. Paper towels can be used occasionally, but not as a rule or for everything.

Never run the **white creamer carafes** or **black coffee carafes** through the dishwasher and do not immerse them. Use hot water and soap with a bottlebrush. Rinse well.

After Use:

OPEN COVER. Drain the dishwasher by flipping up lever and clean out trap box. Remember to **turn off** the machine. Never leave cover closed at end of cycle or job. It should be **open** when you leave.

Please clean out all sink traps after cleanup.

Squeegee off standing water. Wipe down **surfaces and carts** with disinfectant.

Place **soiled cloths** and **towels** in bucket under dishwasher.

PLEASE: To avoid **ANT infestation**, do not leave ANY food or soiled items lying anywhere.

Instructions for the Use and Cleaning of the Vulcan Griddle

Turn on the three black knobs **only one-quarter of highest setting***, at least a half an hour before use. (*Turn on full-blast, back off ¾ of that.)

Use oil sparingly throughout process. Too much oil residue can cause build-up and sticking. If this happens, scrap off excess between batches.

Test heat with a drop of water on grill: it should 'skitter' and not vaporize.

Grill has cold and hot spots. Back center is cool. Turn center grill knob a little higher (counter-clockwise) to adjust. Adjustment may be necessary throughout cooking process to maintain heat. Knobs are very sensitive, so small adjustments make big changes.

Do a test pancake, or two.

Batter should be thinned enough to spread out to 1/8 to 1/4 inch thick. Bubbles will appear on surface quickly if hot enough. Pancake is ready to turn when it stops steaming. Slide spatula under pancake with a series of circular motions to release off griddle; then flip over.

NOTE: After cooking is done, **shut off** griddle and **clean IMMEDIATELY*** while still hot, using the following technique:

- First, obtain grill-cleaning kit from storage room. Fill a water pitcher with warm water. Take a grill rag.
- Scrape off all residue. Empty scrap drawer and replace.
- Pour some water over grill and begin a front to back scrubbing motion with grill brick, or screen and pad, or scraper and screen. Repeat. Next, use grill cleaner. Follow instructions bracketed on large jug.
- When metal surface is visible, job is done. Wipe off with a grill rag or paper towels and discard. Empty the scrap drawer again.

*Leave grill on low while you eat if you want to clean up after meal.