

PROTOCOLS FOR PREP AND HANDLING OF FOOD IN SAN RAFAEL'S KITCHENS

Effective January 1, 2018

San Rafael Catholic Church is situated in San Diego County and falls under the auspices of the County Department of Environmental Health, Food & Housing Division when preparing and handling food in our kitchens. A wide range of communicable diseases and infections may be transmitted by infected food handlers or improper techniques to our parishioners and/or the community through the food we serve and equipment used. If we should ever fail an inspection from the county inspectors (and it can happen), we would have our kitchens closed. All food events (funeral receptions, coffee and donuts, spaghetti dinners or fish fries) would be impacted as the kitchen would be closed immediately and a fine paid. To avoid this from happening, our food handlers, **must follow the guidelines outlined below, no exceptions!** Our two parish kitchens are heavily utilized with a lot with multiple events occurring on the same day, necessitating good communication, safe practices, courtesy to our fellow ministry members, and great food.

All people handling food are **required** to practice good hygiene (clean hands, fingernails, aprons etc.). Volunteers shall thoroughly wash their hands with soap and warm water for at least 20 seconds. **You may not substitute proper hand washing with the antibacterial hand gels.** You are required to wash your hands before beginning work; before handling food/equipment/utensils, as often as necessary; when switching from working with raw to ready to eat foods; after touching body parts; have artificial fingernails; after using the restroom; or anytime contamination occurs (such as touching trash cans). If you have an open sore on your hands, you must cover it with a bandage first. **Hands must be washed prior to using gloves. Gloves must be used when preparing, cooking and serving food.**

All surfaces that come into contact with food shall be cleaned and sanitized each time there is a change in processing between different raw meats, poultry, or fish, or produce. This must occur once after 4 hours of use. This includes cutting boards, knives, utensils, or other equipment coming into contact with food. You must first wash the surfaces with soapy hot water, then wipe down with Clorox disinfectant wipes.

Other protocols that must be followed are:

- ❖ There will be a monthly events calendar posted to see date, time and coordinator of all events.
- ❖ Never borrow equipment, utensils, or dishes from one kitchen and take to the other kitchen.
- ❖ There will be **no alcohol stored before or after an event** in the kitchens. It must be taken home that day or locked in your ministry cabinet. We have youth groups using our refrigerators.
- ❖ Foods not labeled with the date it was placed in refrigerator/freezer, organization name, contact person, and phone number or foods wrapped improperly will be tossed out.
- ❖ No guests or visitors are allowed in kitchen while food is being prepared.
- ❖ Foods may be placed in refrigerator up to 48 hours before the event *with proper labels*. There may be certain exceptions with multiple events on the same day.
- ❖ Foods must be removed immediately after your ministry event or up to the following morning.
- ❖ Foods must not have expired before use.
- ❖ There are color-coded cutting boards for use with different foods – RED = raw meats; GREEN = vegetable & fruits; WHITE = bakery & dairy; BLUE = raw seafood; and YELLOW = raw poultry. After use boards must be scrubbed with hot soapy water then wiped down with Clorox wipes.
- ❖ Coordinator of event is responsible for emailing Cheryl in the parish office at bulletin@sanrafaelparish.org with a list of supplies that are low after your event – no one else.
- ❖ As a courtesy to all ministries, if there are no dish towels or a only few left, please take them home that day and wash and fold and return to proper drawers before the next big event.

- ❖ Place all utensils, bowls and other equipment used in their proper marked cabinet or drawer.
- ❖ All trash cans in kitchen and hall will be emptied into the proper outside dumpster and a new liner placed in each trash can. Please leave two trash cans in hall.
- ❖ When disposing of large boxes please break the box down and fold it to make more room in outside recycling dumpster (the one with the lid with a slot).
- ❖ Please store foods in refrigerator as follows: all beverage or dressing containers on top shelf; wrapped or packaged produce and small containers on middle shelves; packaged meats or fish must be double bagged and left on bottom shelf.
- ❖ There will be no leaving food (including condiments, spices, etc.) or produce on counter tops or table between stove and refrigerator. Place items in your locked cabinet in a sealed container or take them home. We need no excuses for bugs to invade us.
- ❖ Each ministry should audit the food you are wasting or have as leftovers. Adjust your menu, or reduce sales inventory to prevent wasting foods or leftovers.
- ❖ Know where the fire extinguishers in each kitchen are and how to operate them – just in case of a grease fire. The Parish Hall has one by the AED next to the restrooms (north wall) and one to the right of the Religious Education Office door (south wall). In the parish hall kitchen there is one on the wall to the left of the doorway into the kitchen across from the freezers. In the kitchen of Meeting Rooms A&B, the fire extinguisher is on the wall to the right of the doorway from the parking garage.
- ❖ Take home all equipment, platters, or extra food brought in for your event that is not San Rafael's.
- ❖ If you notice a fellow ministry member not following the rules, please privately take them aside immediately and correct the situation.
- ❖ After an event please clean the kitchen equipment you use; make sure the gas burners and oven are off; wipe the counters down with Clorox wipes; empty and clean out all coffee pots; **clean all spills (refrigerator, stovetop, floor);** and any broken glass. Please clean up your own mess.
- ❖ **Close any opened windows and lock them. Turn off all overhead lights, fans in hall and in the kitchen, and lock all doors, especially back pantry kitchen door.** There are no maids.
- ❖ There will be a screen door placed on the side door in kitchen hallway – do not prop door open.
- ❖ In the kitchen in Meeting Rooms A & B, all dishes and pans must be removed from dishwasher and/or kitchen drainer and placed in proper cabinets before you go home.
- ❖ If infractions occur there will be a \$50.00 fine/occurrence/event and a suspension of kitchen privileges for one month following two infractions per Monsignor.
- ❖ Protocols will be effective 1/1/18. Please give copies of these protocols to all of your ministry volunteers.

Dennis L. Mikulanis

Msgr. Dennis Mikulanis

Pastor

12/11/17

ACKNOWLEDGEMENT

I acknowledge that I have received a copy of the “Protocols for Working in Our San Rafael Kitchens” document and that I have read and understand the protocols put in place and the consequences for not following these procedures.

Name: _____

Name of ministry, group or organization I belong to that meets at San Rafael Parish:

Signature: _____

Date: _____

Please turn signed acknowledgment form in to the parish office **prior to January 1, 2018.**