

KITCHEN PROTOCOL 2022/2023

We are still working within the parameters of a non-licensed kitchen. These guidelines are provided by the District Health Department #10. Basically, the DHD guidelines say we are not to STORE food which requires refrigeration, and we cannot PREPARE food on site.

Maureen Morton has agreed to take on the role of Kitchen Manager. She has a tremendous amount of knowledge in the food industry and is updating her ServSafe Certification.

Dinner Time continues to be served for 1 hour; 6:30-7:30PM

- To be eco-friendly as well as financially prudent we are continuing to use real plates, bowls, silverware, juice cups & coffee mugs.
- Did you know coffee filters to serve up a snack of chips or crackers is very cost effective? We will keep small paper plates and coffee filters available for serving snacks and desserts.
- The place settings need to be washed using the 3-compartment sink and there is a protocol posted to ensure the highest standard of hygiene.
- Hang your linens to dry before leaving the kitchen. The next day's Team will place the dry soiled linens in the clothesbasket and new ones taken out of the drawer to the right of the sink.
- We will work to have a guest assigned to the kitchen to help assist your Team.
- The guest assigned to this task is empowered to be the "Kitchen Supervisor". Our intent is not to have them considered the "dishwasher" as this is an opportunity to develop Leadership skills, give them dignity and Supervisory experience to foster their growth.
- This is a work in progress and we Thank-you in advance for your support.

You are welcome to bring your favorite ball cap to wear in the kitchen unless you prefer a hairnet! Also, feel free to bring your very own coffee mug, complete with lid, because there are no open beverage containers allowed in the kitchen.

The best advice we can give you is to think of this as a potluck.

- Volunteers bring in their dish prepared, baked, and ready to be served.
- Roaster Ovens and Crock pots are wonderful for transporting your meal and for keeping the dishes hot once you arrive at the shelter.
- Hospitality will have two crock pots and one roaster oven available if you don't have one and would like to transfer your hot dish once you arrive at the shelter.
- We are not allowed to use the oven/range.
- If there are leftovers, please take them home.
- **Caution about serving second helpings:** Please remember, we serve dinner until 7:30pm, so providing seconds at 7:00pm might mean you run out of food before all the guests arrive at the Shelter.

Hospitality will provide apple juice, coffee, tea, and hot chocolate, two types of salad dressing, butter, ketchup, mustard, and relish. Please do not bring these items. Please bring a gallon of milk for dinner. If there is a partial container of milk leftover from dinner, we can keep the remainder for the morning. However, we cannot store leftover milk beyond the morning.

We will continue to think healthy, by cutting back on the amount of sugar we serve at the Shelter. If you can help the cause and promote more fruits and veggies that would be great!

Prior to serving, the Shelter Coordinator should know if we have any guests coming in after dinner due to their work schedule.

- Please plate the dinner and cover with plastic wrap (not foil) and put in the fridge.
- When the guest arrives, we can give them their meal and they will heat it up in the microwave that is located on the coffee counter.

Miscellaneous:

- Hand washing is to be done in the single sink basin to the left of the 3-compartment sink.
- Gloves need to be worn if you are touching food. You do not need gloves if you are using a utensil for serving.
- Coffee mugs are stored on the coffee counter and in the cabinet above. Small cups for juice or milk are available in the kitchen.
- Seconds may be poured into a used cup if there is an air gap between the cup and the jug!

Questions or concerns? Please see/call Maureen (231-233-7176) or Tammy (231-510-4591)