



Psalm 139:14 – I praise you because I am fearfully and wonderfully made;
your works are wonderful, I know that full well.

KITCHEN TRAINING

FP staff kitchen manual November 2020

INFO:

This document will enable Finlay Park staff to fulfil their role in the kitchen in a satisfactory manner. This documents main focus is kitchen health and safety and food hygiene. For all other training see the Simply Safe and Suitable Plan (SSS Plan)

FP kitchen

Staff training kitchen

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1) Staff hygiene and dress

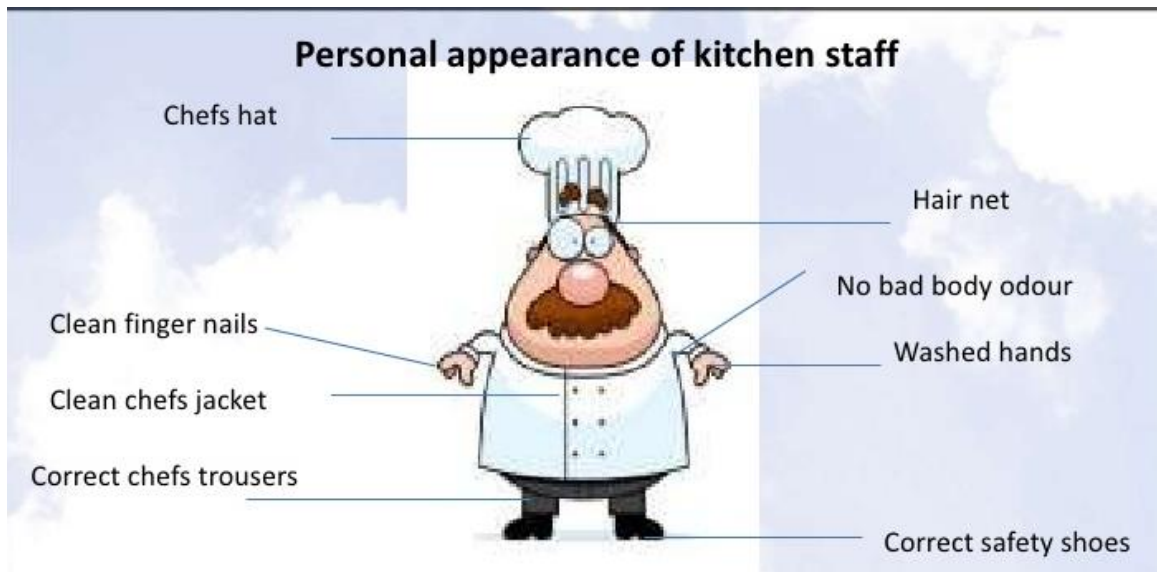
Before you start work or prepare any food, we recommend you follow these daily practices to keep the food you prepare and serve safe. Staying healthy and wearing clean clothes will help prevent contamination that could cause foodborne illness. Personal safety is also important when working in a food service operation.

a) Good health.

In order to promote good health and keep contamination to a minimum just follow the list below;

- i. Do not prepare food when you are ill, or have an open cut or sore on your hands or arms.
- ii. Report illnesses and symptoms such as diarrhoea, and vomiting to your supervisor.
- iii. Avoid coughing and sneezing in food areas.
- iv. Good personal hygiene
- v. Keep your hands clean.
- vi. Long hair needs to be tied back
- vii. Facial hair needs to be kept short and tidy.

(See kitchen policy documents for more details)

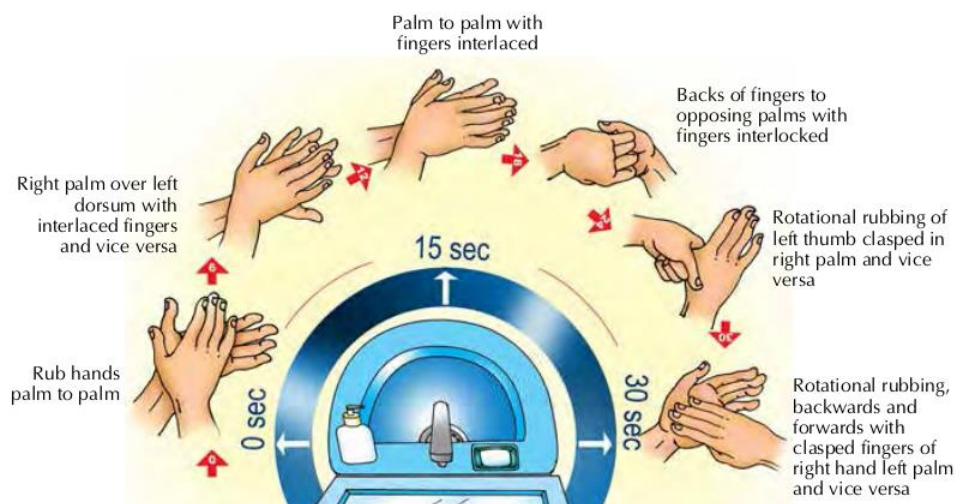


b) About washing hands

Wash your hands and exposed parts of your arms before preparing food or as often as needed. Use a designated hand sink.

Wet hands with warm, running water. Lather soap on hands. Rub hands together for at least 20 seconds, working lather up past wrists to any exposed part of the arm. Wash under fingernails and between fingers. Rinse thoroughly with running water. Dry hands thoroughly with a disposable towel or air dryer.

If you are wearing gloves wash hands before putting on gloves. Change them when they are soiled or torn and when you change tasks or handle a different type of raw or cooked foods – as often as you would wash your hands.



c) Wash after you:

- i. use the restroom
- ii. touch your hair, face or body
- iii. cough, sneeze, or use a handkerchief or tissue
- iv. work with raw foods
- v. handle chemicals
- vi. take out the garbage
- vii. handle dirty equipment or utensils
- viii. Prevent Bare-Hand Contact of Ready-to-Eat-Food.

d) Some other things you should or should not do;

- i. Do not eat, drink, or smoke in food preparation areas and while preparing food.
- ii. Keep nails clean and trimmed. - Do not wear nail polish or false nails.
- iii. Do not wear jewellery. - The only jewellery allowed is a plain ring such as a wedding band.
- iv. Wear clean clothes.
- v. If you wear an apron, make sure the apron is clean.
- vi. Do not use your apron as a towel.
- vii. Take off your apron and store it in the proper place before using the restroom.
- viii. Wear slip resistant closed toe and heel shoes.

2. Equipment used

All equipment in a kitchen should be used to the manufacturer's recommendations. You cannot use certain equipment unless you have been signed off as trained and competent by the Kitchen manager.

a. Ovens

See ovens manuals

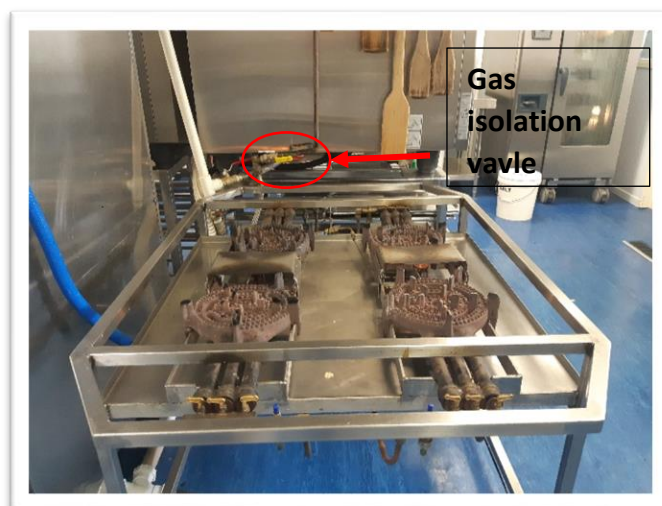
Take extreme care when opening ovens doors, due to heated steam! Always use oven mitts.

b. Stove

Finlay Park uses a gas burner for its stove.

When igniting stove

- Turn on main gas supply
- Place pot or pan on stove
- Ignite a match or use a lighter and hold lit near the burner you are trying to ignite
- Turn on one of the three gas taps for that burner
- If gas does not ignite within 5 seconds check main gas tap, gas tank, or inform your supervisor



Safety Precautions

Gas leaks can cause explosions and expose you to *carbon monoxide*.*

When you see a large, yellow, flickering flame, or smell rotten eggs or sulphur, these may be signs that there is a problem with the equipment.

- **Immediately tell your supervisor and leave the building!**
 - Do not turn any electrical switches or equipment on or off.
 - Do not use your phone.
 - Do not light any matches or smoke.
- These could set off an explosion.

Do not return to the building until a trained authority tells you that the building is safe.

YOUR SUPERVISOR SHOULD DO THE FOLLOWING

1. If there is a gas leak:
 - Clear the building; leave doors and windows open.
 - Call 111 from a cell phone outside the building or a phone in another building.
 - Turn the gas supply off at the tank. (Back of kitchen)
2. To prevent gas leaks or exposure to carbon monoxide:
 - Make sure all gas equipment is installed and vented correctly.
 - Have all gas equipment (flues, pipes, connections and safety devices) maintained and checked regularly by a trained professional.

YOU SHOULD

- Never hang anything from gas pipes; this could loosen the fittings or cause damage to the pipes.

DEFINITIONS:

- **Carbon Monoxide** - Carbon monoxide is very toxic gas. It is colourless, odourless, tasteless, and flammable. It is formed from incomplete burning of carbon, from products such as gasoline.

c. Mixer

Purpose

Whips, mixes or kneads product.

Equipment Safety Precautions

- Always use care with any electrical equipment.
- Do not wear loose clothing or jewellery that could get caught in the machinery.
- Before you put together, clean or take apart electrical equipment
- Turn off the appliance.
- Turn off the circuit breaker,* wall switch or unplug from the electrical outlet.
- Keep your hands and utensils away from the mixer bowl and blades when operating.

Food Safety Precautions

- To prevent cross-contamination
- Clean and sanitize equipment before use.
- Clean and sanitize the bowl and beater thoroughly between uses, when you use the mixer for more than one item.

Safe Operating Directions

- Check that electrical outlet and machine power sources are OFF.
- Place the bowl so that the holes on the brackets and the bowl line up, then fasten the clamps.
- Place the beater in the bowl and lock it in place over the shaft pin**.



- Use the bowl lift handle** to raise the bowl to mix position. Make sure the bowl does not touch the beater and damage the equipment. (This could cause metal shavings to physically contaminate the food.)
- Put the food to be mixed into the bowl.
- Turn the electrical outlet and machine power sources ON.
- To start, choose the LOWEST mixing speed.
- Turn the machine OFF when you add more ingredients or switch gears for a higher mixing speed.
- When the food is processed, turn the machine switch OFF.
- Turn the circuit breaker or wall switch OFF or unplug the machine from the electrical outlet.
- Lower the bowl with the lift handle.
- Remove the beater, and unlatch the bowl.
- Remove the food to a clean and sanitized container.

Safe Cleaning Directions

- Clean and sanitize the beater and bowl.
- Rinse and wash the beater and bowl with hot water, and mild detergent.
- Rinse well with hot water.
- Sanitize.
- Allow to air dry.
- Clean the mixer.
- Make sure the machine is turned off.
- Unplug the machine from the electric outlet.
- Dip a clean cloth into a mix of hot water and mild detergent, and wring out excess water.
- Clean and sanitize the machine.
- Allow to thoroughly air dry.

d. Meat slicer

Purpose

Cut slices of the same thickness.

Equipment Safety Precautions

- Always use care with any electrical equipment.
- Do not wear loose clothing or jewellery that could get caught in the machinery.

Before you put together, clean or take apart electrical equipment

- Turn off the appliance.
- Turn off the circuit breaker,* wall switch or unplug from the electrical outlet.
- Keep your hands and utensils away from the blade when it is being used.
- Use the handles to move the food back and forth and apply pressure to the food.
- NEVER use your hands.

Accident Causes - Meat Slicer

Direct causes

- Unguarded rotating blade

Indirect causes

- Employee's hand slipped
- Employee was distracted
- Meat cutter could be operated without guards in place
- Cut-resistant gloves were available but not used

Basic causes

- Supervisor not enforcing procedures for equipment
- Procedures not in place for use of gloves (PPE)
- Employee was not aware that guard use was mandatory

- NEVER leave a machine in AUTOMATIC mode unattended.

Food Safety Precautions

- To prevent cross-contamination, clean and sanitize pans and equipment before use.

Safe Operating Directions

- Set the thickness indicator knob** to ZERO when you are not slicing food. (This will protect workers from the blade.)
- Check that the electrical outlet and the machine power sources are OFF.
- Check that the thickness indicator knob is set to ZERO.
- Plug in the machine.
- Make sure that the tray** that will hold the food is in the position closest to you.
- Place the product to be sliced onto the tray. Place the meat grip** so that it holds the food in place.
- Use the indicator knob to choose the thickness you want.
- TO SLICE MANUALLY
- Set the machine to MANUAL mode.
- Turn the machine ON.
- Use the handle to push the tray back and forth to slice the food.
- Never use your hands.
- When you are done, turn the machine OFF.
- TO SLICE AUTOMATICALLY
- Set the machine to AUTOMATIC mode.
- Set the speed you want.
- Turn the machine ON. The machine will begin to slice.
- When the food has been sliced, turn the machine back to MANUAL mode and turn the machine OFF.

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Safe Cleaning Directions

- Turn the thickness indicator knob to ZERO.
- Make sure that the machine has been turned OFF.
- Unplug the machine from the electrical outlet.
- Remove the tray.
- Unscrew it from the base.
- Lift it straight up.
- Loosen the knob at the centre of the blade to remove the top blade guard.
- Wash these removable parts in the pot and pan sink using hot water and mild detergent.
- Rinse, sanitize and allow to air dry. Do not wash these parts in the dishwasher.
- Carefully wipe all surfaces of the slicer, including the blade, using a cloth dipped in warm water and mild detergent.
- Rinse with a different cloth dipped in clean water, sanitize and allow to air dry.
- Never dip the slicer in water.
- Never use steel pads to clean the slicer.
- Carefully put the slicer back together.

e. Knives

Always use extreme care when handling knives, and only use knives on a chopping board. Knives are to be washed, cleaned and stored in the kitchen only. They are not put out with “Cooks Dishes”.

f. Potato peeler

Use extreme care not to put hand into machine. Drop potatoes in from the top. When groups are peeling potatoes have an adult or staff member supervise children.

g. Vegetable slicer

Cut foods, such as celery, onions, cabbage, potatoes, meats, and make breadcrumbs.

i. *Equipment Safety Precautions*

Always use care with any electrical equipment.

Do not wear loose clothing or jewellery that could get caught in the machinery.

Before you put together, clean or take apart electrical equipment

- Turn off the appliance.
- Turn off the circuit breaker*, wall switch or unplug from the electrical outlet.
- Use the machine guard** to prevent access to the cutter blades.**
- Do not open the cutter or put your hands into any operating machine to stir contents or guide food.
- Keep your hands away from the bowl and cover.
- Use a spatula, not your hands, to remove food from the bowl.

Food Safety Precautions

- To prevent cross-contamination
- Clean and sanitize equipment before use.
- Clean and sanitize the cutter thoroughly between uses and when you use the mixer for more than one item.

Safe Operating Directions

- Have the food that you wish to cut near the cutter and ready to be processed.
- Lock the cover into place. (The cutter will not start unless the cover is locked in place.)
- Turn the circuit breaker or wall switch ON or plug the machine into the electrical outlet.
- To start the food cutter, PULL OUT the START/STOP switch.
- Carefully, place the food into the bowl.
- As it goes around in the bowl, it will be processed.
- When you see the food processed to the state you desire, PUSH IN the START/STOP switch.
- Turn OFF the breaker or wall switch or unplug the machine from the electrical outlet.
- When the food cutter completely stops, use a rubber spatula to remove the food from the bowl.
- Safe Cleaning Directions
- Remove the processed food from the cutter.
- Unlock and raise the bowl cover.
- Remove the comb,** the piece that sits between the cutter blades to keep them clean.
- Turn the knife shaft,** moving the blades to a horizontal position.



- Carefully, remove the blades from the knife shaft by first loosening the hand knob that keeps them in place, and slide them off the shaft.
- Wash, rinse and sanitize the blades.
- To remove the bowl, turn it clockwise and lift from its support.
- Wash, rinse and sanitize the bowl, the comb, the hand knob and the exterior of the food cutter.
- Put the food cutter back together and tighten the hand knob securely.

DEFINITION

Circuit Breaker - A circuit breaker automatically stops the flow of electricity when the electric circuit gets overloaded. You can also switch off a circuit breaker by hand at any time.

h. Hot water

Take extreme care when handling hot water in a jug, pot or bowl. Where possible always make sure the floor you are walking on is dry and not slippery. Where possibly do not move hot water in pots, but drain water off first.

i. Chemicals

All chemicals should be kept in the Chemical storage room which should always be locked. All chemicals have a safety sheet which covers all the health and safety aspects of that particular product. In order to keep yourself safe you need to follow the instruction on the safety data sheets. The safety data sheets are found in a folder in the chemical room.

j. Chiller

By keeping food very cold (5C or colder) or very hot (60C or hotter) you can stop Food-poisoning bacteria from multiplying in the food or producing poisons (known as toxins). To comply with the Standard you must keep potentially hazardous foods at these temperatures unless you can show that the time the food is at another temperature is safe.

It is safe for food to be between 5C and 60C for a limited time only, for example, while it is being prepared, because food-poisoning bacteria need time to start multiplying and to multiply to unsafe numbers.

The legal definition of temperature control is: temperature control means maintaining food at a temperature of:

(a) 5C, or below if this is necessary to minimise the growth of infectious or toxigenic micro-organisms in the food so that the microbiological safety of the food will not be adversely affected for the time the food is at that temperature; or

(b) 60C or above; or

(c) Another temperature—if the food business demonstrates that maintenance of the food at this temperature for the period of time for which it will be so maintained will not adversely affect the microbiological safety of the food.

Which foods do I have to keep under temperature control?

You are required to keep all potentially hazardous foods under temperature control.

What foods are 'potentially hazardous foods'?

Potentially hazardous foods are foods that meet both the criteria below:

- They might contain the types of food-poisoning bacteria that need to multiply to large numbers to cause food poisoning; and
- The food will allow the food-poisoning bacteria to multiply. The following foods are examples of potentially hazardous foods:
 - Raw and cooked meat (including poultry and game) or foods containing raw or cooked meat such as casseroles, curries and lasagne;
 - Small goods such as Strasbourg, ham and chicken loaf;
 - Dairy products, for example, milk, custard and dairy-based desserts such as cheesecakes and custard tarts;
 - Seafood (excluding live seafood) including seafood salad, patties, fish balls, stews containing seafood and fish stock;
 - processed fruits and vegetables, for example salads and cut melons;
 - cooked rice and pasta;
 - Foods containing eggs, beans, nuts or other protein-rich foods such as quiche, fresh pasta and soy bean products; and
 - Foods that contain these foods, for example sandwiches, rolls and cooked and uncooked pizza.

Which foods are not potentially hazardous foods?

- Note that some of the above foods may have been processed by the manufacturer so that they are not potentially hazardous. This means that they do not need to be stored under temperature control for food safety reasons because they do not contain food poisoning bacteria or they will not allow the bacteria to multiply. Examples include canned and bottled food, dried fruit, salted dried meats, fermented dried meats, yoghurts, hard cheeses, spreads, sauces, dried pasta, breads and dried foods.
- Raw whole fruit and vegetables are not potentially hazardous because they do not allow any food-poisoning bacteria to multiply.

Some of these foods may need refrigeration to minimise or prevent spoilage and meet their shelf life indicated by the use-by or best-before date on the label. Remember, it is an offence to sell food that is mouldy or spoilt.

Some foods that are not potentially hazardous can become potentially hazardous if you alter the food in some way. For example, custard powder is not potentially hazardous because it is too dry for bacteria to multiply, but when milk is added the custard is potentially hazardous.

3. Cleaning

See cleaning diary for cleaning items and check with kitchen manager on procedures.

However some points to remember:

- Kitchen cleaning equipment stays in the kitchen (Brooms, buckets, dust pan and broom, mops, etc). This is to prevent them from being used in areas like bathrooms and toilets.
- Work areas and benches need to be cleaned thoroughly with an anti-bacterial substance between meal preps, and especially when switching from vegetable prep to a meat or poultry prep. Attention needs to be paid to what product is used; can it be left on the work surface without wiping, what's the dilution ratio, and what date was it mixed.

4. Serving

When serving food to groups please observe the quantities specified by the kitchen manager. Always serve food with gloved hands, apron, clean clothes and longhair tied back. For more information on appearance please see the kitchen policies.

5. Breakfast

Be in kitchen one hour before breakfast time

i. Porridge:

- Fill pot(s) with hot water in relation to the amount of soaked oats.
- Place on medium heat and stir every 2 – 5 minutes
- When close to boiling turn heat to low and stir every 2 – 5 minutes
- If porridge is still to runny 15 minutes before serving add more oats. If too thick add more hot water.

ii. Beans:

- Need one can of beans to every 20 -30 people depending on the group.
- Put on medium heat and stir every 2 – 5 minutes
- When it starts to bubble turn heat to low and stir every 2 – 5 minutes

iii. Tables

- Set out spreads for duty group to distribute over all the tables
- Set out milk bottles, veggie and marmite

iv. Serveries

- Fill up cereal boxes and prepare one or two serveries (depending on group size, 90 or more people means 2 serveries)
- Set up plums, Yoghurt, Brown sugar
- Warm up any left over's from night before (potatoes, sausages, apple crumble, etc)
- Set up utensils to serve

v. Toast

- Turn toasters on, and turn conveyer speed and heat to the correct setting
- Fill up 1 stainless baking tray for 40 people (160 people means 4 trays)
- Put the trays in the oven to keep warm

vi. Dish wash room

- Set up dish wash room
- See instructions in dish wash room

vii. Milo's

- Fill one jug of Milo per 35 persons (small size)

6. Maintenance

See the kitchen maintenance schedule and the kitchen manager for information

7. Dish wash room

Rinser

- a) Insert plug into bottom of machine
- b) Place grates and curtains in the correct positions
- c) Fill machine using Taps A and B
- d) When water starts to pour out of the overflow hole on side of machine turn tap A and B off.
- e) Use the most right top switch to turn machine on
- f) Drain, sterilize and wash machine out after each meal

Sterilizer

- a) Place drain plug and grates into machine
- b) Turn machine on 15 minutes before meals are served
- c) Close the hood. Machine will only operate once it reaches 80 degrees.
- d) Do not remove drain plug when machine is on. Only drain water when machine has been turned off. Machine should be turned off and drained between meal times.
- e) Run the hot tap "A" just prior to using the rinser so that the water intake will be hot. Not doing this will cause the rinser to slow down and spend more time heating water.



8. Dining

Under normal circumstances the following will need to be set up for non-catered groups:

9. Tables and chairs (8 people to a table)
10. Flower décor pieces on table
11. Cutlery and crockery sorted. Cutlery will need to be counted out and placed in cutlery baskets
12. Fire lit (in colder months only)
13. Bin with bin liners

For catered groups:

- a. The list above
- b. Tea, coffee's, milk and milk for adult guests

Once a group has departed, the fridge, sink, and bins need to be cleaned out, and cutlery and crockery sorted