



GATE Center Kitchen Standard Operating Procedures

These Standard Operating Procedures (SOPs) serve as a guide for all kitchen users to maintain both the space and high food safety standards. You are still required to develop and maintain your own certifications and inspections by your appropriate regulatory authority. However, it's in every kitchen user's best interest to follow these basic guidelines in order to prevent cross contact of potential allergens, cross contamination with unsafe foods, and equipment damage. We're in this together!

Kitchen User Health and Hygiene

All kitchen users and their employees should follow these general practices of good personal hygiene:

- frequent handwashing, including after visits to the toilet, between tasks, and after handling raw meat, poultry, seafood, and eggs
- washing hands in hand washing sink, not dishwashing sink or food prep sink
- wearing clean clothes
- removal of any clothing or jewelry that may come into contact with or fall into food
- wearing gloves when handling ready-to-eat food
- covering hair with cap, tie, or hair net
- no handling food if sick with any foodborne illness, symptoms of a foodborne illness such as vomiting, diarrhea, fever, or has any open cuts or lesions
- not returning to work 72 hours after sickness or foodborne illness

All employees should report to their manager or person in charge when they have:

- Diarrhea
- Vomiting
- Jaundice (yellowing of the skin and/or whites of the eyes)
- Sore throat with fever
- Infected cuts or wounds, or lesions containing pus on the hand, wrist, or exposed body part (such as boils and infected wounds, however small)

All kitchen users and employees must report to their person in charge AND to the Kitchen Manager if they have been diagnosed with or have had exposure to:

1. Norovirus
2. Salmonella Typhi
3. Non-typhoidal Salmonella
4. Shigella spp. Infection
5. E. coli infection (Escherichia coli 0157:H7 or other EHEC/STEC infection)
6. Hepatitis A

Additional information on when to exclude or restrict employees based on illness can be found in the Guide to Employee Health in Food Establishments (VDH)

https://www.vdh.virginia.gov/content/uploads/sites/20/2016/04/GuideToEmployeeHealth_ExternalWeb_Feb2017.pdf.

Steps to take in the event of a vomitus or diarrheal incident in the kitchen can be found posted within the facility.

Facilities and Grounds

Smoking, tobacco, and illegal drugs are not allowed on the premises at any time. Live animals are not allowed on the premises at any time. If you require the presence of a service animal, let the Facility Manager know and arrangements can be made.

Floors, tables, and equipment, and other food contact surfaces should be cleaned and sanitized before and after every use. Cleaning and sanitizing solutions are provided. Walls and other surfaces that don't have direct contact with food products should be kept clean as possible. Wipe down any messes as they occur.

Cleaning supplies and other toxic materials should be stored in a manner that keeps them safe from food production areas. Our supplies are located in the Chemical Storage Closet off the conference area. Please return cleaning supplies to this closet after use.

All garbage should be bagged and placed in proper receptacles immediately after your kitchen use.

The grounds outside the facility shall be inspected weekly by the kitchen manager to ensure they are clear of weeds, tall grass, and debris (including old equipment) to minimize attraction to pests.

Pest Control

Facilities and pest control devices will be inspected routinely by the Facility Manager to check for signs of pests or conditions attractive to pests. The facilities include all areas that food is received, stored, processed, and disposed. Exterior doors are not allowed to be propped or left open. Any and all pesticides and insecticides will be administered by a licensed pest control operator.

Equipment

User should follow all safety and use protocols with facility equipment, in order to reduce the risk of injury, loss of product, breakage, delays, and loss of ability to use equipment. Equipment should be

cleaned after every use. Any broken equipment or building maintenance issues should be reported to the Facility Manager either in person immediately or through the production sheet if it occurs after hours.

Food Safety

All food contact tools, surfaces, utensils and equipment should be properly cleaned and sanitized before starting any task. User should identify critical control points in their production process and plan time and temperature controls accordingly (HACCP plan) for each item produced. If a scheduled process is in place for a product, it must be followed and documented.

All food products should be properly stored to protect against cross-contamination. Stored foods should be tightly covered, dated, and labeled between uses. All raw meat, poultry, and seafood products should be stored below ready to eat products in the refrigerators, freezers, and rolling carts to protect against cross-contamination. Ingredients and products should not be stored with utensils in them.

All TCS Foods (Foods requiring temperature and/or time control for food safety) should be kept at the proper temperature before and after processing:

Refrigerated TCS foods: 41 degrees or lower

Frozen TCS foods: frozen solid (0-10 degrees is preferred)

Hot TCS foods: 135 degrees or higher

Hot TCS foods should be cooled quickly and properly following the guidance in the Virginia Food Regulations.

Although the Facility Manager will monitor refrigeration units, the user should regularly check thermometers of coolers and freezers to ensure proper function and safe temperatures. Make sure the doors to the units are completely closed after every use.

Dish Washing

Utilize 3-compartment system for washing all dishes and follow posted directions. In the right sink, use warm, soapy water (at least 110 degrees). The middle basin should be used for rinsing, and the left sink should be filled with room temperature water and the appropriate amount of sanitizer. The GATE Kitchen uses a pre-measured dispenser for detergent and sanitizer for the 3-compartment sink. The user is responsible for knowing how to properly use the system by checking with the provided test kit to ensure the sanitizer solution has been made correctly. Cleaned items must air dry. Towel drying is not allowed.



Kitchen Standard Operating Procedures

I acknowledge that I have read and agree to abide by GATE Center Kitchen's Standard Operating Procedures.

Signature

Date

Name

Business Name