

Welcome Inn Kitchen Guidelines

Food Worker Policies All Kitchen Volunteers must maintain good hygienic practices, including:

- Keep personal beverages away from the food prep and service areas
- Secure long hair, wear clean clothes and closed-toe shoes
- Wear a hat or hairnet
- Remove apron before entering the restroom or leaving the food prep area
- Wash hands or change gloves every time you touch your face or hair

Hand Washing Proper hand washing is the single most effective way to stop the spread of disease.

Always thoroughly wash hands:

- When entering the kitchen.
- When returning from the restroom
- After handling raw meat, poultry, fish or eggs
- After touching your face or hair
- After handling dirty dishes
- Before putting on new gloves

Glove Use Wash your hands before putting on a new pair of gloves.

Change your gloves and wash your hands:

- After handling raw meat, poultry, fish or eggs
- After touching your face or hair
- After touching unclean dishes or trash cans
- When changing tasks
- Before meal service

Gloves must be worn over any bandages, cuts, burns or sores. Gloves are not a replacement for good hand washing practices. Do not touch ready to eat foods with your bare hands. Ready to eat foods do not require any cooking or heating before being served.

Food Preparation/Storage

- All hot food must be heated to an internal temperature of 165 degrees for a least 10 minutes
 - Food that arrives warm must be reheated to the above standard
 - Internal temps must be confirmed in three (3) locations
- All fresh foods (fruits, vegetables, etc.) must be washed prior to services unless it comes in a 'pre washed' bag (lettuce/salad mixes, etc.). Only handle pre-washed foods with gloved hands
- Leftover food must be discarded **or** stored in a sealed container and marked with the date it was prepared prior to being refrigerated

Cleanup

- Properly discard or store unused food
- Wash reusable dishes with hot water and dish soap and place in drying rack
- Wipe flat surfaces with a clean wet rag and then with an antibacterial/antiviral surface wipe
 - Allow flat surfaces that have been disinfected to air dry
- Sweep floor
- Mop the prep/service area if you have time remaining in your volunteer shift
 - staff will make a broom/dustpan and mop/water available
- Notify staff about any areas that need additional attention

Thank you for being a part of Welcome Inn! We couldn't do it without you!