

**LICENSED FOOD MANAGER
USE INSTRUCTIONS: URSULA HALL KITCHEN, PANTRY AND LAUNDRY ROOM**

Angela Center is on the edge of an open space area. It is the habitat to insects, rodents, reptiles, vertebrates, including skunk, fox, bobcat, and deer, to name but a few. Unless outside doors and windows are closed at all times, these can and do come into the building(s). For health and safety reasons, it is important that, unless entering or exiting the building(s), outside doors are closed.

Prior to the start of the scheduled event, one copy of the valid Food Manager's License License with one copy of this signed, dated and initialed document is to be returned to Angela Center Main Office or Angela Center staff member. One copy is to be retained by the Licensed Food Manager and the Manager or Coordinator. Upon arrival, the original valid Food Manger's License is to be posted on the bulletin board in the Ursula Hall Kitchen.

The Licensed Food Manager is responsible *for a) insuring that* all Health Department Food Safety and Handling Codes are observed and followed *and b) to be actively* supervising the kitchen and dining room facilities at all times during all food preparation and food service periods, c) *ensuring that shoes are worn by all persons at all times in the kitchen, dining and pantry areas,* e) *avoiding infestation(s)* including rodents, by ensuring that outside doors or windows are not left open or propped open, f) *restoring the kitchen and food service items to original order* by returning all cooking pots, pans, service utensils to their designated locations, g) *communicating and coordinating* with the Organization's Manager/Coordinator to ensure that Ursula Hall Kitchen, Pantry and Laundry Room Use Instructions are followed. Initial _____

Upon arrival, the Angela Center Kitchen Manager and the Maintenance Supervisor will familiarize the Licensed Food Manager with the location and operation of equipment and procedures to be followed. Questions or concerns with regard to the cooking facilities should be directed to her/him. At the organization's expense, \$25.00/hour, Angela Center personnel will take an opening and closing inventory of the kitchen and food service utensils. There will be additional charge(s) for missing and/or damaged items. These charges are at the discretion of Angela Center management. Unrelated Kitchen and Food Service concerns are to be directed to group Manager or Coordinator who will relay them to Angela Center staff.

Initial _____

Angela Center does not provide: *Food Processor(s), dish cloths, towels, aluminum foil, food wrap, garbage bags, spices or condiments. Angela Center makes no representation that it will furnish additional or alternate cooking or food service utensils beyond those provided at the time of the Organization's arrival, or upon the Licensed Food Manager's assuming responsibility for the Kitchen, Pantry, Dining Room, Pantry and Laundry Room. Without specific authorization from the Angela Center Food Manager, cooking and serving pots, pans, service utensils are not to be transferred between Angela Center and Ursula Hall kitchens. Beyond those initially supplied by Angela Center, it is the Organization's responsibility to provide all cooking pots, pans, and supplies necessary to provide for its food service needs.* Initial _____

THE KITCHEN

- 1) Whenever the stove burner(s) is used overhead hood fan is to be turned on.
- 2) If the grill is used, follow the posted cleaning instructions.
- 3) **For ventilation purposes, one window over the dish washing machine must be left open at all times.**
- 4) *The hand washing sink is to be only used for that purpose.*
- 5) Chopping block or chopping boards are to be used for chopping or cutting. Counter tops are never to be used.
- 6) **pH readings are to be taken at least four times daily at the end of the dishwashing cycle. Readings for each test are to be recorded in the clip board provided for that purpose.**

- 7) **To prevent drain clogging or sewer back-up, care should be taken to remove all debris before emptying the sink(s),**
- 8) Only non-abrasive materials are to be used on metal and counter top surfaces. They should be cleaned with *Soft Scrub*, using a soft dish cloth. Green scrub pads, or any metal scrubbers are not to be used on the metal counters, sinks or Formica counter tops. ***Sponges are never to be used as they are not approved by the Health Department.***
- 9) *Steam table inserts are never to be used as cooking pots. They are never to be used on the burners or in the ovens.*
- 10) ***Masking tape is never to be applied to coffee pots or urns, pans, or other food service utensils.***
- 11) At the end of the event return all serving and cooking items to designated areas. **Initial _____**

FLOORS: Kitchen, Pantries, Dining Room, Laundry Room:

- 1) Floors are to be swept and wet mopped at least once a day or, if needed, more frequently.
- 2) The only product to be used on the floors is *Dazzle* found in lower cabinet #1 in the Laundry Room. Mop heads are found in the same cabinet.
- 3) Brooms, mop handles and buckets are found outside the Dining Room in the supply closet located underneath the staircase.
- 4) To prevent streaking or excess water to the floor, the mop head should be thoroughly wrung out until almost dry before mopping.
- 5) Used mop head should be placed in the bucket beside the Laundry Room sink. A clean mop head should be used every day.

Initial _____

RUBBER MATS:

Should something be spilled on the mats to make them unsafe, remove them to the area outside the kitchen door and notify the Angela Center staff that will take care of them.

Initial _____

APPROVED RECYCLABLES: See posted *Unicyler* poster.

- 1) All boxes are to be broken down, flattened and placed outside the kitchen door. A box cutter is found in drawer 3 of the kitchen.
- 2) ***Approved recyclable plastic, glass, paper*** should be placed in the blue recycling container outside the kitchen door. Bottles and cans are to be emptied and washed out.

Initial _____

GARBAGE:

- 1) All wet garbage is to be placed in plastic bags which are located in the Laundry Room cupboard.
- 2) Filled garbage bags are to be left outside the Kitchen Door for pick-up.

Initial _____

DISH WASHING:

- 1) Prior to placement in the dish washer, all food particles should be removed from dishes and flat ware.
- 2) Before returning dishes to the cupboards or trays, dishes, flat ware, glasses and cups are to be dry.
- 3) **pH readings are to be taken at least four times daily at the end of dish cleaning cycles. Readings for each test are to be recorded in the clip board hanging on the pantry wall.**

Initial _____

DINING ROOM:

- 1) Pick up tables and chairs before relocating them to avoid scratching the floors.
- 2) Tables are to be washed with detergent and warm water using a soft cloth.
- 3) Abrasive materials such as cleanser, green scouring pads, metal scrubbers, sponges are never be used.
- 4) Photographs or hangings are not to be removed from the walls.

Initial _____

LAUNDRY ROOM:

- 1) The use of the laundry machines is only for food service laundry. A “tally sheet” is on the first washing machine to the left and needs to be checked off for each load. The charge is \$1.50 per machine use.
- 2) Laundry Detergent is found on the counter beside the laundry sinks. Lint screens should be cleaned following each use.
- 3) Except on the weekends, the Ursula Hall staff will wash the mop heads. **Initial** _____

LIGHTS, HEAT:

When not needed, lights, swamp cooler, and dining room heat are to be turned off. **Initial** _____

ENTRANCES:

To prevent rodent infestation, outside door(s) are never to be left open or propped open **Initial** _____

PARKING:

- 1) Cars are to be parked in the spaces provided on the east, north and south sides of Ursula Hall. Some cars may be parked in the area adjacent to the modular building.
- 2) Additional parking is to be found beyond Angela Center in the north parking lot to the right at the bottom of the hill.
- 3) No cars may be parked in the “Permit Parking” lot which is reserved for Angela Center employees. **Initial** _____

FOLLOWING THE RETREAT/CONFERENCE:

The kitchen and dining room are to be restored to order:

- 1) Floors are to be mopped, table tops and counters washed with detergent, chairs to be left in order.
- 2) Flat ware, dishes are to be dried and returned to the cabinets in the supply closet.
- 3) No food is to be left in the refrigerator.
- 4) Extra food/left overs may be brought to St. Vincent Dining Room, 610 Wilson Street, The Redwood Gospel Mission, 800-700-4817 or SONOMA Food Runners, 596-8711, [http://www.sonoma foodruners.org](http://www.sonomafoodrunners.org) for pick-up. **Initial** _____

We thank you in advance for your thoughtfulness and consideration for the health and wellbeing of participants as well as for the care of the Angela Center equipment and facilities.

Organization _____ for event scheduled from _____ to _____.

Organization’s Representative’s Name _____

Signature _____ Date _____

Licensed Food Manager Name _____

Licensed Food Manager Signature _____ Date _____

Date received by Angela Center _____ by _____