

Sausalito Woman's Club
KITCHEN PROTOCOLS
October 2020

1. ALWAYS wash your hands upon entering the kitchen. Use warm water and soap. Hand sanitizer is not a substitute for hand washing. Hum 'Happy birthday' two times while washing your hands! Use a clean towel to dry.
2. Repeat the hand washing step after each food prep. This will help avoid cross contamination. Also repeat if you sneeze, use a tissue, eat or leave the kitchen for any purpose other than setting tables and placing dishes or serving.
3. Please don't eat at prep stations. Have a designated place to take a break and enjoy a snack. Also never eat off a food tray. While setting up it's just that—NOT to enjoy a taste. That is done in a designated place. A water bottle or lidded cup is ok in the prep area.
4. Keep your workspace clean. Before starting make sure it's clean and sanitized. Be sure to properly dispose of packaging materials and scraps to avoid these getting mixed into the food. Be sure to label and cover the product before placing in the cooler. Be mindful of the amount of time food is out of the cooler or oven. After 3 hrs bacteria is at a dangerous level.
5. When prepping meats and seafoods please use extra caution. Make note of time out of the cooler. Max 3 hrs. Place it back in cooler or cook within this time to prevent bacteria from causing illnesses. Use extra sanitation measures on surfaces and tools at clean up. Be sure to thoroughly wash and sanitize your hands. Check your apron and change if soiled. If you used gloves for prep please change at this time. Be sure to wash your hands before putting on new gloves.
6. Please always wash your hands when you return to the kitchen. Also, aprons are to be removed before you leave the kitchen. This is for food safety. The only exception is if you are setting tables or plating or serving.
7. There will be tasting spoons and forks for tasting. Please use them to test for taste. **There is no 'double dipping'! Also fingers aren't a substitute for tasting spoons.** There will be clean and used containers at food stations. Also, please don't eat from the serving trays. There will be a designated station for you to have a break and snacks.
8. Purses should not be on food counters. There will be a designated spot to store them. Also, cell phones need to be wiped down with sanitizer if you plan on having them in the kitchen.
9. To minimize food contamination please wear long hair tied-back. Minimal jewelry should be worn. Please wear gloves if you have fake or polished nails. Also, if you have any wounds please use bandages and gloves. Hygiene and a healthy kitchen are big factors in a positive outcome.

10. Please stay home if you are sick. There is no fail-safe way to ensure you won't in some way contaminate the other staff or the food.

11. Only kitchen staff are allowed in the kitchen area. This is to ensure the area is kept sanitized and is a healthy environment for the food being served. Please help by reminding those who visit it's for a healthy cause.

12. Hygiene and sanitation are serious responsibilities. Please consider these a top priority while working in the kitchen. The club has many vulnerable members who are older or have health issues. They place their trust in you to maintain a safe environment for them to enjoy the events at the club. Washing hands and maintaining a clean work environment are very important, as is food safety.

Thank you to all who volunteer your time to make our club so special. Without you, we wouldn't have the strong sense of fellowship that happens with these events to bring us together. They give us community and purpose.