

# Kitchen Sanitation

You may find the following list helpful in preparing for both the BSC-conducted inspections and the city's Health inspections. Since we can't guarantee that we will inform you (or even know, for that matter) when inspections will be conducted, your kitchen should ALWAYS be prepared for an inspection! Here's a list of what REALLY needs to get done:

- 1. STAINLESS STEEL:** Dirt and dried food smears tend to accumulate on the stainless steel counters, especially around the sinks, dish pit, and pot wash areas. Keep surfaces clear during food preparation. Scour and sanitize with bleach daily.
  
- 2. FLOORS AND WALLS:** There should be no build-up of dirt, old food smears, or debris on the floors or walls in the kitchen. Make sure that the floor is swept, and mopped with a disinfectant every day. Focus on the corners, outer perimeters, and underneath items (counters, sinks, appliances, etc.). Wipe up any spills on the walls and rinse thoroughly. Make sure the walls require no repainting or repairs.
  
- 3. (a) GARBAGE / RECYCLING CANS:** ALL WASTE CANS MUST HAVE LIDS, AND SHOULD BE COVERED WHEN NOT ACTIVELY IN USE. This includes; garbage cans, compost bins, and recycling bins for bottles, grease and aluminum cans. If you do not have lids, order them! All cans should be emptied regularly to avoid vermin. Also, all receptacles tend to accumulate built-up dirt and grime, and should be hosed out, scrubbed clean and sanitized regularly.
  
- 3. (b) GARBAGE CAN LINERS:** Liners must be present in each can.. When members empty these cans, the bag should be tied up, either by hand, or with a tie. Avoid allowing garbage to accumulate around your outside dumpsters.
  
- 4. REFRIGERATOR & FREEZER THERMOMETERS:** All houses must have thermometers in a conspicuous location for both the refrigerator and the freezer (inside). Check these thermometers often to guarantee your food is being maintained at the proper temperatures. If you need one, it can be signed out from the CFS warehouse.
  - \*\* Refrigerator Storage: 35°F - 40°F
  - \*\*Freezer Storage: 0°F - 10°F
  
- 5. REFRIGERATOR:** Clean thoroughly, throw out old food and reorganize one or two times a week (or as necessary). Surfaces should be scrubbed and walk-in floors mopped. Everything in your refrigerator needs to be put in a container with tight fitting lid and marked on the top with the contents and the date (masking tape is good for this). Nothing should be stored in tin cans, and no food should be placed on the floor in the walk-in. Make sure someone is responsible for putting food away properly immediately after meals and deliveries. If you must store meat and dairy in the same refrigerator, make sure that you have a catch pan for the meat and that the meat is on the lowest shelf to avoid dripping.
  
- 6. FREEZER:** Keep freezer as organized as possible. There should be no dirt or old food build-up on the inside or outside. It should not have more than ¼ inch of ice/frost accumulation. If it does then it should be defrosted. Clean up spills immediately and throw out all freezer-burned foods. Keep in mind that an accumulation of paper bags will block proper air circulation.
  
- 7. DRY FOOD STORAGE:** Any opened non-perishable food item in your kitchen or storeroom should be stored in sealed plastic containers (cereal, peanuts, flour, sugar, etc.). Perishable leftovers should be stored this way also. While most of you are using some plastic containers, every house could improve on this. Any

open food item that is not stored in a plastic container with tight fitting lid will result in a citation for improper food storage. You can order as many as you need from CFS.

**8. CUTTING BOARDS:** Clean and sanitize after each use. Never use the same cutting board for raw meat as for fruits and veggies.

**9. COMPOSTING:** Know what day your green wastes bins are picked up and make sure you put your bins outside. Assign someone to rinse out the emptied bins once a week. If your house does its own compost, make sure it's emptied regularly.

**10. BROOM/DUST PAN AREA:** Keep these areas organized. All brooms should be stored hanging on appropriate hooks or put away in a closet.

**11. MOP AREA:** All mops should be rinsed and wrung out after each use, and then stored hanging upside down on the appropriate hooks. Mop buckets should be empty when not in use. Do not store any food items in your mop/chemical area.

**12. SANITIZERS:** First make sure that your sanitizers have the proper chemicals—a chlorine sanitizing agent, a detergent, and a rinse aid. During use, all of these sanitizers need to reach a temperature of 120°F during the final rinse. This is something that you need to check. If your machine is consistently falling below that temperature, call CFS as soon as possible. Sanitizers are not self-cleaning. They also need to be scoured down on the inside and outside regularly.

**13. GREASE:** Make sure that someone is responsible for sponging off your grease bucket on a regular basis. Keep the bucket covered. Email the Recycling Coordinator ([recycle@bsc.coop](mailto:recycle@bsc.coop)) to pick up the container when it is 1/2 full.

**14. MILK MACHINES:** There should be no old, dried, or spoiled milk accumulation on the outside or inside of your milk machines. Scour your milk machines and sanitize dispensing levers. Change drop pan once daily. Check the temperature and make sure it is in the safe zone (35°F - 40°F). Defrost once a month if frost accumulates. When new bladders are put in make sure that the plastic sleeve is removed completely. Otherwise, milk will accumulate and start to rot.

**15. CAN OPENERS:** Table mounted can openers need to be pulled out from the holder and sanitized daily. There should not be any accumulation of black grunge or rust. This is a common source of cross contamination.

**16. STOVE/OVEN:** Clean ovens once each month or more often if necessary. Clean stove top, grease traps, hood and grill thoroughly at least once a week. Empty grease traps constantly. Avoid having a heavy accumulation of food debris on top of the range.

**17. STOVE HOODS / GREASE FILTERS:** These areas can accumulate a lot of grease, dirt, and food particles. The filters themselves should be taken out and soaked in hot soapy water every couple of weeks. Make sure that your entire hood areas are wiped/scoured down with hot water and soap. If you do have a problem with grease build-up, you should use a degreaser such as Ecologic Degrade.

**18. GRILLS:** Clean grill after each use. **INSTRUCTIONS:** Scrape any debris from griddle. Cover with oil and turn all burners on high. Make sure oil doesn't all run off. Once any grime starts to darken noticeably (but before it starts to smoke) turn off the burners. Allow hot oil to cool. (5-10 minutes) Scrub griddle briefly with griddle brick to introduce the abrasive material onto the griddle. Using the griddle handle-pad-screen

combo and a little elbow grease, scrub until shiny! You can also use White Vinegar to clean the griddle top. Just make sure not to heat the griddle up too much (it should be warm, not HOT) or else the vinegar will evaporate too quickly and the fumes are harsh on the nose.

**19. MICROWAVES/SMALL APPLIANCES:** Please make sure that your appliances remain clean on the inside and outside. Scour all food smears off the body and sanitize removable parts after each use. If you have parts that need to be replaced, or a broken microwave please call CFS as soon as possible.

**20. HAND SOAP AND TOWELS:** The kitchen and the bathroom closest to the kitchen (this is designated as “the cook’s”) should always have a stocked soap and towel dispenser. The hand washing station should be clearly marked for your members. CFS stocks antibacterial liquid soap for the standardized soap dispensers in all of the houses. Contact CFS if you do not have the standardized dispensers. If any have been pulled off the wall, then they need to be remounted.

**21. DELIVERY OBSTRUCTIONS & SAFETY HAZARDS:** When our delivery personnel delivers food/supplies to your houses the delivery/passageway areas need to be clear of all obstructions and free from tripping/falling hazards. This includes recycling materials that can accumulate in non-recycling areas, any type of food material or organic matter on floors that make the surface slippery (grease, water, etc.), and other improperly stored items (pots, boxes) that can pose as tripping hazards. Consistent problems with this will result in interrupted food service.

**22. SAFETY:** Make sure that you have *pot/pan holders* and *oven mitts* for people to use. If these items are extremely filthy or have holes and tears they should be replaced. Make sure that your *first-aid kit* is conspicuous and stocked. Make sure that all of your *fire extinguishers* are charged and mounted in a conspicuous location. For your *knife storage* you should be using a block or magnetic hanging system.

**23. PESTS:** All of the houses presently have pest control contracts with Clark Pest Control. If you have any present evidence of infestation such as droppings, urine stains, or contaminated food stuff, you must remove this from the premises and sanitize all contaminated areas and notify Central Office. The same applies to beetles, moths, and cockroaches.

## Cleaning vs. Sanitizing

Cleaning: *Prior to using a bleach solution to sanitize, remove dirt, grease and debris by scrubbing with an all-purpose liquid detergent or abrasive cleanser and rinsing well with water.*

Scrubbing physically reduces the number of germs on surfaces (like when we wash our hands). Use a disposable cloth or one that can be washed after each use so that you don’t move germs from one place to another. **Sponges should be run through the sanitizer regularly**, and discarded when they get really nasty.

Sanitizing: *After cleaning, you can eliminate virtually all germs (99.9%) left on surfaces through the use of a chemical, such as a germicide or chlorine, or a physical agent such as heat.*

**For all sanitizing:** refrigerators, freezers, plastic cutting boards, stainless cutlery, dishes, glassware, countertops, pots and pans, stainless utensils, etc.

- 1 teaspoon of bleach added to 1 gallon of cool water. Let stand for 2 minutes or air dry.
- ¼ - ½ capful for a spray bottle or yogurt container.

**For disinfecting:** vomit, blood, and other bodily fluids

- 3/4 cup of bleach added to 1 gallon of cool water. Let stand for 3 to 5 minutes or air dry.
- 1 Tablespoon per spray bottle or yogurt container

**To safely prepare bleach dilutions:**

- Make a fresh bleach dilution daily; label the bottle with contents and the date mixed (ideally).
- Wear gloves and eye protection when diluting bleach.
- Add bleach to the water rather than water to bleach to reduce fumes.
- Make sure the room is well ventilated.
- Never mix or store ammonia with bleach or products that contain bleach such as toilet cleaners, rust removers, and glass cleaners (Windex). Mixing these chemicals with bleach will produce harmful gases.

**Directions for use:** After cleaning, apply solution by spraying from a spray bottle, wiping with a disinfected cloth, or by dipping the object into a disinfectant bath. Allow for a two-minute contact time or air dry.

**\*\*Disinfecting with bleach is NEVER effective unless the surface has been thoroughly cleaned first.**

Cleaning and sanitizing can be done in one step **if** there is no gross contamination with food particles, dirt, grease or other debris. If these are present, cleaning first is still required. Good ventilation is always important, especially in enclosed areas (such as bathrooms) and where chemicals are stored. Chemical air fresheners may cause nausea or allergic responses in some people and should never be used.

**Types of Sanitizers:** Household bleach with water is recommended because it is effective, economical, convenient and readily available. However, to avoid fumes, corrosion and color loss on some surfaces, you may look for a commercial product which is a "Quaternary ammonium" (Quats) and dilute according to the label instructions.