

# Café Royale Kitchen Guidelines

## Kitchen Training Handout

Thank you for making the time to be trained in the proper use of the school kitchen. Safety and sanitation is our top priority. With attention to detail we can keep all minor cuts and burns to a minimum. I need to have you, the trained parent volunteer, oversee things and lead any other parents in the correct use of the kitchen.

### SAFETY PROCEDURES

- It is school policy that only MCP students and their parents are allowed in the kitchen. Unfortunately, no younger siblings are allowed.
- After arriving in the kitchen please wash your hands at one of the back sinks. There are soap dispensers and paper towels at each sink.
- Any long hair should be tied back, preferably under a hat or in a scarf or bandana.
- If you are serving food directly from the kitchen please use tongs, I have several pairs and will show you where they are located. Should you choose to wear gloves please use the ones located in the Parents Association box.
- No raw meat may be brought in and then cooked in the kitchen. I need to feel that confident that when I enter the kitchen in the morning that I won't be preparing a ready-to-eat item on a cutting board that hasn't been properly sanitized.

### KITCHEN USE

- If you need to cut any food you must use a cutting board. I prefer that you bring your own cutting boards and knives, but should you need to borrow mine please return them to their original location.
- You may use the ice machine. There are two scoops on top of the machine. They need to remain on top per health code. Please also make sure to close the ice machine when you're finished. Finally, nothing may be stored in the ice machine.
- Should you need to use the freezer or refrigerator please let me know ahead of time. I'll be happy to clear you out a shelf so that everyone knows where your items are.
- There are two convection ovens with several racks. To turn the ovens on turn the top dial to "cook". The interior light will go on and the red light will come on to indicate that the oven is heating up. The ovens are stronger than average so adjust your cooking temperatures by 50 degrees. If you usually cook at 350 degrees, turn the dial to 300 degrees.
- There are six burners on the stove top. Should one of the burners not light there are igniters on the shelf above the third prep table. Right across from the burners.
- Should you need to use the flat top, fryer, or steam table pans at the front of the kitchen; please talk to me ahead of time. Hopefully your cooking needs will be met by the stove top and oven.
- I recommend that you bring disposable aluminum pans to carry and serve food. I also recommend extra plates or to-go boxes.

- I operate out of the MCP kitchen, I am not an employee. All of the items used to prepare and serve food (pots, pans, silverware, dishes, food, drinks, paper goods, EVERYTHING has been personally purchased by me.) Please respect this and use the items in the Parents Association blue bins down the aisle when you first enter the kitchen.

#### CLEANING

- I prefer that you bring your own dish towels, but if you need to use mine then please rinse them out, wring them well and hang them over the edge of the sink.
- Table washing. There are several watered-down bottles of dish soap in the kitchen near/in the sinks. This is what we use to wash the tables. I will demonstrate the proper way to wash the tables using the stainless steel scrubbies, soapy water and cloth. It is important to only use the watered-down soap, full strength soap requires endless rinsing. Soap residue on food can cause diarrhea.
- If you're closing down the kitchen please pull down the "garage doors" at the front window.
- I will point out the location of the stove overhead lights and fan. Please leave the fan on when you leave, turn off the stove light and light in the refrigerator.
- If there is food that you do not have a need for, I can likely put them to good use or pass on to the staff.

#### FIRE

In the case of a fire: do not put water on any fire that grease or oil! Smother the fire is possible with a pan cover. There is a box of salt directly opposite the stove. Dump this on the fire if needed. There is an extinguisher next to the hand washing sink at the back left. If a major fire erupts you'll need to pull the Ansel-the ring with the red glass jar right by the stove fan/light. Pulling the Ansel will notify the fire department. If the fire is severe, get everyone out!

#### CONTACT AND CO-ORDINATION

My time in the kitchen is extremely valuable and literally every minute counts. If you plan on having parents drop off items for your event please have someone from your team available to meet them and place them in the place we've arranged. Please don't tell parents to drop things off "in the morning" and assume I will be able to assist them. This can be time-consuming and throw off my whole schedule. Things calm down after 1:30 every day so I will be much more likely to answer any questions or devote time to help.

My email is [kristenlynnschulz@gmail.com](mailto:kristenlynnschulz@gmail.com) should you have any questions. During an event you can reach me by phone at 805.434.7103. I would much rather a phone call than a surprise in the morning.