

Privileged and Confidential

Marlboro Little League

**Kitchen Responsibilities, Policies, and
Procedures**

Kitchen Responsibilities, Policies, and Procedures

The following information is intended to help you run a healthy concession stand. Following these simple guide-lines will help minimize the risk of food borne illness.

- 1. Menu.** Keep the menu simple, and keep potentially hazardous foods (meats, eggs, dairy products, protein salads, cut fruits and vegetables, etc.) to a minimum. Avoid using precooked foods or leftovers. Use only foods from approved sources, avoiding foods that have been prepared at home. *Complete control over your food, from source to service, is the key to safe, sanitary food service.*
- 2. Cooking.** Use a food thermometer to check on cooking and holding temperatures of potentially hazardous foods. All potentially hazardous foods should be kept at 41° F or below (if cold) or 140° F or above (if hot). Ground beef and ground pork products should be cooked to an internal temperature of 155° F, poultry parts should be cooked to 165° F. *Most food borne illnesses from temporary events can be traced back to lapses in temperature control.*
- 3. Reheating.** Rapidly reheat potentially hazardous foods to 165° F. Do not attempt to heat foods in crock pots, steam tables, over sterno units or other holding devices. *Slow-cooking mechanisms may activate bacteria and never reach killing temperatures.*
- 4. Cooling and Cold Storage.** Foods that require refrigeration must be cooled to 41° F as quickly as possible and held at that temperature until ready to serve. To cool foods down quickly, use an ice water bath (60% ice to 40% water), stirring the product frequently, or place the food in shallow pans no more than 4 inches in depth and refrigerate. Pans should not be stored one atop the other and lids should be off or ajar until the food is completely cooled. Check the temperature periodically to see if the food is cooling properly. *Allowing hazardous foods to remain unrefrigerated for too long has been the number ONE cause of food borne illness.*
- 5. Hand Washing.** *Frequent and thorough hand washing remains the first line of defense in preventing food borne disease.* The use of disposable gloves can provide an additional barrier to contamination, but they are no substitute for hand washing!
- 6. Health and Hygiene.** Only healthy workers should prepare and serve food. Anyone who shows symptoms of disease (cramps, nausea, fever, vomiting, diarrhea, jaundice, etc.) or who has open sores or infected cuts on the hands should not be allowed in the food concession area. Workers should wear clean outer garments and should not smoke in the concession area. The use of hair restraints is recommended to prevent hair ending up in food products.
- 7. Food Handling.** Avoid hand contact with raw, ready-to-eat foods and food contact surfaces. Use an acceptable dispensing utensil to serve food. *Touching food with bare hands can transfer germs to food.*

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8. **Dishwashing.** Use disposable utensils for food service. Keep your hands away from food contact surfaces, and never reuse disposable dishware. *Ideally*, dishes and utensils should be washed in a four-step process:
 - a. Washing in hot soapy water;
 - b. Rinsing in clean water;
 - c. Chemical or heat sanitizing; and
 - d. Air drying.

9. **Ice.** Ice used to cool cans/bottles should not be used in cup beverages and should be stored separately. Use a scoop to dispense ice; never use the hands. *Ice can become contaminated with bacteria and viruses and cause food-borne illness.*

10. **Wiping Cloths.** Rinse and store your wiping cloths in a bucket of sanitizer (example: 1 gallon of water and ½ teaspoon of chlorine bleach). Change the solution every two hours. *Well sanitized work surfaces prevent cross-contamination and discourage flies.*

11. **Insect Control and Waste.** Keep foods covered to protect them from insects. Store pesticides away from foods. Place garbage and paper wastes in a refuse container with a tight-fitting lid. Dispose of wastewater in an approved method (do not dump it outside). All water used should be potable water from an approved source.

12. **Food Storage and Cleanliness.** Keep foods stored off the floor at least six inches. After your event is finished, clean the concession area and discard unusable food.

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Clean Hands for Clean Foods

Since the staff at concession stands may not be thoroughly instructed in the proper method of washing their hands. The following may serve as a guide:

- **Use soap and warm water.**
- **Rub your hands vigorously as you wash them.**
- **Wash all surfaces including the backs of hands, wrists, between fingers and under fingernails. Rinse your hands. Dry hands with a paper towel.**
- **Turn off the water using a paper towel, instead of your bare hands.**

Wash your hands in this fashion before you begin work and frequently during the day, especially after performing any of these activities:

- After touching bare human body parts other than clean hands and clean, exposed portions of arms.
- After using the restroom.
- After caring for or handling animals.
- After coughing, sneezing, using a handkerchief or disposable tissue.
- After handling soiled surfaces, equipment or utensils.
- After drinking, using tobacco, or eating.
- During food preparation, as often as necessary to remove soil and contamination and to prevent cross-contamination when changing tasks.
- When switching between working with raw food and working with ready-to-eat food.
- Directly before touching ready-to-eat food or food-contact surfaces.
- After engaging in activities that contaminate hands.

Top Causes of Food Illness

From past experience, the US Centers for Disease Control and Prevention (CDC) list these circumstances as the most likely to lead to illness. Check this list to make sure your concession stand has covered these common causes of food borne illness.

- **Inadequate cooling and cold holding.**
- **Preparing food too far in advance for service.**
- **Poor personal hygiene and infected personnel.**
- **Inadequate re-heating. Inadequate hot holding.**
- **Contaminated raw foods and ingredients.**

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The Heimlich Maneuver

The Heimlich Maneuver is an emergency method of removing food or foreign objects from the airway to prevent suffocation. When approaching a choking person, one who is still conscious, ask: “Can you cough? Can you speak?” If the person can speak or cough, do not perform the Heimlich Maneuver or pat them on the back. Encourage them to cough.

Performing the Heimlich on an adult:

- Grasp the choking person from behind;
- Place a fist, thumb side in, just below the person’s breastbone (sternum), but above the naval;
- Wrap second hand firmly over this fist; Pull the fist firmly and abruptly into the top of the stomach. It is important to keep the fist below the chest bones and above the naval (belly button).
- The procedure should be repeated until the airway is free from obstruction or until the person who is choking loses consciousness (goes limp).
- These will be violent thrusts, as many times as it takes.

Performing the Heimlich on a child:

- Place your hands at the top of the pelvis;
- Put the thumb of your hand at the pelvis line;
- Put the other hand on top of the first hand;
- Pull forcefully back as many times as needed to get object out or the child becomes limp.
- Most individuals are fine after the object is removed from the airway.
- However, occasionally the object will go into one of the lungs. If there is a possibility that the foreign object was not expelled, medical care should be sought. If the object cannot be removed completely by performing the Heimlich, immediate medical care should be sought by calling 911 or going to the local emergency room.

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The following pages includes various procedures for operating the MLL Kitchens

Kitchen Duties

4 Parents from assigned team.

- 1 parent at the grill
- 1 at freedom fries
- 1 pretzels, pizza, popcorn & knishes
- 1 at counter, cash register

Last parents in Kitchen

- Wash pots & pans
- Wipe down counters
- Sweep the floor

Adherence to these rules is necessary in order for things to run smoothly for the next group of parents.

Here's How To Make It

Grilled Chicken Sandwich

- Open one end of package
- Place on a 6" paper plate, still in it's wrapper
- Microwave for 1:45 minute
- Remove the wrapper and serve

Sausage, Egg, Cheese Biscuit

- Take out of wrapper
- Wrap in paper towel
- Microwave for 45 seconds
- Remove paper towel
- Put on 6" plate
- Microwave for another 45 seconds
- Serve

Popcorn

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- Use “Time Cook” button for 2:20 and serve
- Caution – Steam will be VERY HOT when the bag is opened

Pizza

- Place on a 10” plate
- Place silver baking plate under pizza
- “Time Cook” for 3:30
- Remove silver baking plate
- Cut into quarters and serve

Hot Dogs

- Boil hot dogs in large pot of water on left.
- Place dogs on left side of grill and turn frequently.
- When dogs looked cooked, place them in middle of grill (this keeps them warm)

Hamburgers

- DO NOT pre-cook
- Use metal lid
- Cook for at least 4 minutes, turning them after 2 minutes
- Check to be sure that the center is done
- Cheeseburgers, add 1 slice of cheese on top, and cover with lid.
- Serve either on a hamburger bun.

Cheesesteak

- Cook for about 3 minutes, turning once after about 2 minutes
- Place cheese on top and cover with lid.
- Serve on a hamburger bun.
- Take out of the wrapper

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Funnel Cake

- Deep fry directly in oil for 15 seconds on each side. Remove and let excess oil drip off.
- Put on a 6" paper plate; liberally sprinkle with powder sugar (do this over the large trashcan please).

Chicken Nuggets

- 6 nuggets served in a freedom fries cup

Mozzarella Sticks

- 5 sticks, cook until golden brown or when cheese bubbles out. Serve in a plastic dish with sauce

Grilled Cheese

- Plug in sandwich machine, spray with Pam, one side, top and bottom.
- Use 2 slices of bread and 2 cheeses, close top and wait for yellow light.
- Remove sandwich and UNPLUG machine.

Knishes

- Place in microwave for 2 minute
- Then in oven for 5 minutes

Popcorn

- Microwave for 2 minutes & 20 seconds

Nachos w/Cheese

- Place nachos in dish and fill up small side compartment with cheese

Churros

- Take 6 churros out of the large freezer
- Take out sugar/cinnamon from refrigerator freezer in stainless steel tray
- Place the 6 churros in the oven by pretzel display and set timer for 7 minutes
- After 7 minutes gently roll churros in sugar/cinnamon. Very gently tap off excess sugar

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- Shut off pretzel case (switch on lower right)
- Gently push churros onto 2 bottom hangers, approximately 2” from the top of each churro
- Switch the pretzel case back on

Pretzels

- Take 4 pretzels at a time, out of the freezer
- Place aluminum foil on counter next to oven
- Spray pretzels lightly with water bottle and sprinkle lightly with salt
- Place in oven and set timer for 8 minutes
- Remove with tongs and place in display case

Coffee

- Regular coffee - Left side of urn
- Decaffeinated - Right side of urn
- Put in urn filter
- On cold days use
 - 2 bags of regular coffee
 - 1 bag of decaf
- Change filter after each use
 - Small brew 1 bag
 - Medium brew 2 bags
 - Large brew 3 bags
- When coffee starts to trickle (slow) time to make a new brew. Usually a small brew, 1 bag.

Hot Chocolate

- Turn on switch – lower right side (heater)

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Kitchen Opening Instructions

1. Turn on the fan over the grill
2. Turn on the grill.
3. Left dial to high
4. Middle to medium
5. Don't turn on the right dial, it's broken
6. Turn side burner to "6"
7. Fill pot with water and place on the burner
8. Turn on fries to mark (325 degrees) on dial
9. Deep fryer on right, turn on to 350 degrees
10. Put 8 hot dogs in the water
11. Make coffee
12. Turn cash register on
13. Put sauerkraut in middle of grill
14. Make 8 pretzels
15. Fill both side of fryer with fries and take out when golden in color
16. Fill crock pot ½ way with mozzarella sauce
17. Check supplies, refill napkins
18. Put out Ketchup, mustard, sugar, etc. on counter
19. Plug cheese warmer in. Fill well area to waterline.
20. If needed, put in #10 can of cheese
21. First remove paper wrapper from can

Trash & Dumpster Procedures

There are state laws that govern trash removal procedures. By violating these rules, we are subject to LARGE FINES\$.

- Trash needs to be separated into 3 categories:

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- Cardboard
- Bottles & Cans
- Any & All Other Trash
- Outside there are 3 corresponding dumpsters that are marked, one each for:
 - Cardboard
 - Commingled (Bottles & Cans)
 - Unmarked (Any & All Other Trash)
- Please break down or cut all cardboard so it is flat, before placing in the dumpster.

Please DO NOT mix the trash.