



## KOSHER FOOD POLICY

### Preamble

It is a reasonable assumption that each member of the ACT Jewish Community Inc ('Community') values his or her sense of Jewish identity. Many Jews see Kashrut as an essential component of their Jewish identity. However, the Community provides amenities for Orthodox, Progressive and Secular Jews, not all of whom feel Kashrut is central to their sense of being Jewish.

As the current facilities make it difficult to completely satisfy everyone's needs and preferences, a compromise is inevitable. This policy aims to optimise the outcomes for the Community as a whole, with the benefit of advice and assistance from the Rabbi of the ACT Jewish Community.

The Rabbi of the ACT Jewish Community understands that Kashrut and its many nuances can be daunting. However it is his goal to make it as easy to follow for each and every person who uses the facilities on the premises. In saying that, as a community we must make every effort to ensure that all are able to participate in our events. We must also ensure that food is prepared to the highest possible levels of both Kashrut and food safety standards.

### Definitions

'Kosher' has the meaning assigned by the NSW Kashrut Authority guidelines and the Rabbi of the ACT Jewish Community.

### Purpose

To set out the requirements for food provision at events held in the Centre while being conscious of the diverse nature of the community, and the need to enable Kosher food to be provided while being sufficiently flexible to enable prepared food to be brought to the Centre to share.

Any food prepared outside the Centre can only use, or be served with, utensils brought from outside the Centre.

### Scope

This policy includes:

Setting out the requirements of using each of the different kitchens while being mindful that all Kosher preparation needs to be at the Centre, except for Kosher food brought to the Centre under the supervision of a reputable kashrut certification.



The ACT Jewish Community is a member of the JCA family of organisations

Setting out the requirements for food brought to the different areas of the Centre and for different functions.

### **Food served in the Centre**

Functions organised by the Board or one of its subcommittees, or associated with the Orthodox congregation, should be Kosher, with the exceptions addressed herein.

Other functions must be vegetarian (vegetarian includes Kosher fish) as a minimum, with the exceptions identified herein.

### **Procedure**

#### *Food in the Centre Committee*

The Board may constitute a Food in the Centre Committee that is representative of all sections of the community. The Committee will be a consultative forum for raising issues relating to the application of this policy. The Rabbi of the ACT Jewish Community will Chair the Committee.

#### *Upstairs kitchen*

The default state of the upstairs kitchen is to be Kosher. Please refer to **Annex 1** for the guidelines for keeping the upstairs kitchen Kosher.

The upstairs kitchen is to be left clean, orderly and hygienic. Please refer to **Annex 2** for the food safety guidelines.

#### *Rest of the Centre*

Food that has been prepared outside the Centre must only be vegetarian food (including fish).<sup>1</sup>

Food that has been prepared outside the Centre may be brought to the Centre but not to the upstairs kitchen.

The downstairs kitchen is to be left clean, orderly and hygienic.

#### *Clear labelling of food*

Food at a function that is not Kosher should be clearly labelled as such, and must not be prepared or served using utensils from the upstairs kitchen.

Kosher food that has been prepared outside the Centre under the supervision of a reputable Kashrut certification should be clearly labelled as such.

Where possible at a function that is not Kosher, there should be a separate table with some Kosher food that is also labelled.

### **Responsibility**

The events booking form will include the type of food to be brought/prepared.

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<sup>1</sup> Professional Kosher Caterers may bring prepared food to the upstairs kitchen.

The events booking form will include the name of the person responsible for adherence to this policy.

When an event at the Centre is advertised, those hosting the event should clearly identify which of the categories of food will be served.

### **Authorisation**

Merrilyn Sernack  
Secretary  
ACT Jewish Community Inc

3 September 2014

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Drafted by	Merrilyn Sernack	Approved by Board on	3 September 2014
Responsible person	The Rabbi	Scheduled review date	3 September 2015

## UPSTAIRS KITCHEN GUIDELINES

### Kosher Kitchen

1. The upstairs kitchen is kept Kosher so that all Community members and visitors are able to eat food that is prepared here.
2. If you need to prepare food that does not meet these guidelines, please use the downstairs kitchen.
3. **ANY** use of the upstairs kitchen must be notified to the Rabbi of the ACT Jewish Community at least 24 hours in advance. The Rabbi has the keys to the upstairs kitchen and will meet you onsite to unlock it.
4. The Rabbi will inspect all ingredients (and utensils if applicable) that you propose to bring into the upstairs kitchen.
5. Any equipment or utensils that you would like to bring into the kitchen or use to cook with for a Kosher function must be Koshered by the Rabbi. Please contact the Rabbi in advance to arrange Koshering.
6. Any new metal or glass utensils or equipment (except electrical equipment) must be taken to the mikvah. Please contact the Rabbi to discuss in advance.
7. Types of food that are Kosher and can be brought into the upstairs kitchen are:
  - (a) Fresh uncut fruit and vegetables. Certain vegetables must be soaked and checked for bugs. The Rabbi will advise the process upon inspection of all ingredients.
  - (b) Unopened packets of food with a Kosher symbol on the packaging that do not contain meat. Common Kosher symbols include:
 


  - (c) Unopened packets of food of types listed as Kosher on the Kashrut Authority website ([www.ka.org.au](http://www.ka.org.au)).
8. All utensils must be handled in accordance with Kashrut requirements.
9. You may use any items in the upstairs kitchen that are in unlocked cupboards, drawers or shelves.
10. Please do not remove any kitchen equipment from the upstairs kitchen for use in other kitchens (including the downstairs kitchen).
11. For functions that are held on Shabbat or festivals, all community members are asked to please comply with the following guidelines:
  - (a) All food, drinks and decorations must be on the premises prior to Shabbat or Festivals.
  - (b) All heating equipment must be set on a timer prior to the commencement of Shabbat.
  - (c) All hot water urns must be switched on prior to the commencement of Shabbat.
  - (d) All equipment must be switched off only **after** the conclusion of Shabbat.

- (e) All food, drinks and decorations must be removed **after** the conclusion of Shabbat.

12. If the upstairs kitchen has accidentally been used in a way that does not meet these guidelines, please contact the Rabbi to describe the incident so the kitchen can be made Kosher again.

**FOOD SAFETY**

1. Before preparing food, please wash your hands and tie back long hair.
2. While cooking, please use different utensils for raw animal products and for prepared food.
3. After you use dishes please wash, dry and put them away. All cupboards and drawers are labelled to help you find the right place.
4. After you have finished using the kitchen, please wipe down the benches using the cleaning materials provided in the kitchen.
5. Please leave perishable food in the fridge only if you intend to use or remove it yourself within the next 48 hours. No-one except you can safely use perishable food that you have placed in the fridge. If you do not plan to use the food, please either find someone who will take it home or throw it away.
6. Please take soiled table cloths and tea towels home, launder them, and return them to the Centre.