



Kitchen Procedures

Background

KTCEA will follow best practices and procedures to ensure the delivery of safe, healthy and nutritious meals to students and others in the school community.

Guidelines

Food service delivery will meet or exceed applicable national, provincial and sector standards and regulations.

#	Procedure	Roles & Responsibilities
1.	Detailed instructions regarding kitchen procedures are provided in the KTCEA Kitchen Handbook.	Food Services Manager, Kitchen Staff
2.	With regard to opening the kitchen, staff will <ol style="list-style-type: none"> 2.1 use the designated entrance and deactivate alarms as required; 2.2 fill in time card or clock in; 2.3 turn on lights and air systems; 2.4 start pre-heating appliances and equipment as required; 2.5 open cold storage units and verify operating temperatures; 2.6 reline refuse containers; 2.7 place floor mats; 2.8 verify operating temperatures of heating appliances; 2.9 do an overall check of orderliness, food condition and supply, implement readiness. 	Kitchen Staff
3.	For production pre-preparation, staff will <ol style="list-style-type: none"> 3.1 confirm lunch sheet request; 3.2 write a prep list including ingredients, amounts and sequence. 	Kitchen Staff
4.	Concerning food preparation, staff will <ol style="list-style-type: none"> 4.1 use existing, on-hand ingredients and foundations; 4.2 gather ingredients from storage based on the prep list; 4.3 use written recipes for each menu item. 	Kitchen Staff
5.	For ordering and receiving, staff will <ol style="list-style-type: none"> 5.1 refer to par stock levels for produce, dairy, meats poultry, seafood, pastas, rice, grains, dry goods, condiments, oils, vinegars, herbs, spices, pastry/bakery items, beverages, chemicals and cleaning supplies, paper goods, office supplies; 	Kitchen Staff

	<p>5.2 refer to vendor list to place orders to restore stock levels;</p> <p>5.3 continuously monitor inventory levels and stock on hand having regard to delivery timelines;</p> <p>5.4 complete Ordering and Receiving Form to place orders;</p> <p>5.5 confirm that orders are delivered in full;</p> <p>5.6 use accepted rotation rules.</p>	
6.	<p>With regard to maintaining kitchen orderliness</p> <p>6.1 store food items only in marked, specified storage locations;</p> <p>6.2 ensure storage locations are specified and utilized for pots, pans, trays, appliances, accessories, utensils, small ware, china, flatware, glasses, bus tubs, chemicals, cleaning supplies, linen (clean and soiled), and paper goods.</p>	Kitchen Staff
7.	<p>In terms of closing procedures</p> <p>7.1 deal with all foods before cleaning starting procedures;</p> <p>7.2 verify all heating appliances are turned off;</p> <p>7.3 clean and store floor mats;</p> <p>7.4 close cold storage units and verify operating temperatures;</p> <p>7.5 empty refuse containers;</p> <p>7.6 turn off lights and air systems;</p> <p>7.7 start pre-heating appliances and equipment as required;</p> <p>7.8 do an overall check of orderliness, food condition and supply, implement readiness;</p> <p>7.9 fill in time card or clock in;</p> <p>7.10 use the designated entrance and activate alarms as required.</p>	Kitchen Staff

Definitions:

Not Applicable

References:

Policy 3 – Respectful, Caring and Safe Schools and Workplaces

Government of Canada Website: Food Safety – <https://www.canada.ca/en/health-canada/services/food-nutrition/food-safety.html>

Alberta Food Regulation Act according to the Alberta Public Health Act

Alberta Food Retail and Food Services Code

Alberta Dishwashing Standards

Procedure Amendments and Updates:

The responsibility for updating and amending this procedure rests with the Associate Superintendent Facilities & Operation.