



Kitchen Cleanliness and Sanitation

Background

KTCEA understands that providing students with healthy meals is essential to their well-being and success in the classroom.

KTCEA is committed to promoting safe, caring and respectful workplaces.

Guidelines

KTCEA is committed to maintaining safe, healthy workplaces and in particular to maintaining high standards of kitchen cleanliness in support of its food services programs.

#	Procedure	Roles & Responsibilities
1.	Detailed instructions regarding kitchen cleanliness are provided in the KTCEA Kitchen Policies and Procedures Manual.	Food Services Manager
2.	With respect to personal hygiene, food services staff will <ul style="list-style-type: none"> 2.1 bathe daily and refrain from using scented deodorant, perfumes, colognes, etc. 2.2 contain and restrain hair in a hair net; 2.3 cut and clean fingernails; 2.4 wear a clean uniform or apron; 2.5 wear closed-toed, non-skid shoes; 2.6 wash hands with sanitizing cleaners for at least 20 seconds and dry with disposable towel; 2.7 wash hands frequently and especially after handling meats, using the washroom using the phone or having a break. 	Kitchen Staff
3.	With respect to ware washing, food services staff will <ul style="list-style-type: none"> 3.1 inspect dishwasher for cleanliness before operating and clean if necessary; 3.2 check chemical levels and replenish if necessary; 3.3 check dishwasher sanitizing strength every 2 hours of operating time; 3.4 let all items air dry before putting them away; 3.5 use proper disposal for fats, fibrous foods, starchy foods, paper, wrappers; 3.6 keep the floor area dry around washing stations; 3.7 clean and sanitize pot washing station before and after use. 	Kitchen Staff
4.	In terms of cleaning work/prep tables, food services staff will <ul style="list-style-type: none"> 4.1 use cutting boards at all times; 4.2 sanitize knives and cutting boards after using them for 	Kitchen staff

	meats; 4.3 keep work tops uncluttered and organized, keeping knives visible (uncovered) at all times; 4.4 wipe spills immediately.	
5.	Regarding cleaning small appliances, food services staff will 5.1 use caution when cleaning equipment with moving parts; 5.2 follow manufacturer guidelines for use and cleaning; 5.3 unplug electrical appliances before cleaning them; 5.4 store attachments in the proper place.	Kitchen Staff
6.	For cleaning large heating appliances, food services staff will 6.1 wipe all spills immediately when safe to do so; 6.2 follow manufacturers cleaning and maintenance schedule	Kitchen Staff
7.	In terms of large cooling appliances, food services staff will 7.1 wipe all spills immediately; 7.2 clean door handles, door seals, floors and shelves regularly; 7.3 vacuum and degrease cooling coils and fan weekly; 7.4 monitor and record operating temperatures each day; 7.5 store items in designated locations.	Kitchen Staff
8.	Regarding floor cleaning, staff will 8.1 wipe all spills immediately; 8.2 sweep entire floor before and after each service; 8.3 wash floors after each service and before implementing closing procedures.	Kitchen Staff

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.