

Category: Environment of Care

Title: Staff Kitchen Maintenance

Approval: _____ **Issue Date:** 11/08/99
CPSA CHIEF EXECUTIVE OFFICER DATE **Revised Date:** 06/07/00

I. PURPOSE

To ensure proper handling of food in, and the appropriate cleaning of, the staff kitchen at the Community Partnership of Southern Arizona, Inc. (CPSA) facility.

II. POLICY

It is the policy of the CPSA to maintain a safe working environment for its staff.

III. PROCEDURE

A. Definitions

1. Easily Cleaned: Surfaces are accessible and made of materials which permit effective removal of residue by normal cleaning methods.
2. Equipment: Tables, counters, refrigerators, sinks, dishwashers, not including utensils.
3. Food: Raw, cooked or processed edible substance.
4. Food-Contact Surface: Kitchen surfaces with which food comes in contact.
5. Hazardous Materials: Pesticides, detergents, sanitizing agents, caustics, acids, polishes and other chemicals.
6. Packaged: Bottled, canned, boxed or securely wrapped.
7. Sanitizing: Effective bactericidal treatment by a process that provides enough heat or concentration of chemicals for sufficient time to reduce the bacterial count, including pathogens, to a safe level on utensils and equipment
8. Single-Service Items: Cups, containers, lids, plates, plastic silverware, stirrers, straws, napkins, wrapping materials and toothpicks intended for one-time, one-person use.
9. Utensil: Any item used for the storage or preparation of food, not including equipment.

B. Kitchen Facility

1. The kitchen walls and ceiling are maintained in good repair. The walls are painted a light color, smooth, nonabsorbent and easily cleaned.
2. The kitchen floor is constructed of durable linoleum and maintained in good repair.

3. Kitchen pathways are wide enough to permit staff to prepare their own foods without contamination of the food or food-contact surfaces by clothing or personal contact.
4. Effective measures to minimize the presence of rodents, flies, cockroaches and other insects in the kitchen are used. The kitchen has no openings to the outside.
5. There are no exposed sewer lines or water lines, open stairwells or other sources of contamination located above any kitchen equipment.
6. Attachments, such as light fixtures and decorations, to the kitchen walls are easily cleaned and maintained in good repair.
7. Permanently fixed light fixtures, shielded to protect against broken, falling glass, are installed to provide sufficient light on all food preparation surfaces and washing areas.
8. The kitchen is ventilated through the facility heating/cooling system. The system keeps it free of excessive heat, steam, condensation and obnoxious odors. The ventilation system is installed and operated according to law.
9. Countertops, tables, microwaves, coffeemakers and refrigerator surfaces are easily cleaned and maintained.
10. Equipment surfaces not intended for food contact, but which are exposed to food debris, are designed to be easily cleaned and maintained.
11. Plumbing in the kitchen is sized, installed and maintained according to the Uniform Plumbing Code.
12. A garbage disposal is installed and maintained according to the Uniform Plumbing Code.
13. Sinks and drainboards are self-draining.
14. The maintenance of the kitchen is overseen by the Purchasing and Facility Specialist, or designee.

C. Kitchen Duty Teams

1. Each CPSA staff member is assigned to a Kitchen Duty Team. A list of the Teams is maintained through the direction of the Purchasing and Facilities Specialist, or designee.
2. While each staff member is responsible for cleaning up after him or herself in the kitchen, each Team is responsible for basic cleaning of the CPSA staff kitchen one Friday out of every nine work weeks. The Purchasing and Facility Specialist, or designee, assigns Teams on a standard, rotating basis and regularly posts a current calendar with the Team assignments on the bulletin board adjacent to the kitchen area.
3. On the Friday during their respectively assigned weeks, each Team is responsible for the following:

- a. Cleaning the surfaces of the cabinets, refrigerator/freezer, dishwasher, counters, coffeemakers, sinks, dishdrainer, microwave ovens, tables and chairs;
 - b. Disposing of or storing any unspoiled, uncontaminated food left on the counters or tables;
 - c. Emptying and rinsing the coffee pots;
 - d. Loading, running and unloading the dishwasher, as necessary;
 - e. Washing any soiled utensils and leaving them to air-dry in the dishdrainer;
 - f. Storing any clean and dry utensils as necessary; and
 - g. Disposing of any garbage in the containers provided.
4. On the last day of the work week, the refrigerator is cleaned and any unclaimed, outdated or unlabeled food in the refrigerator is disposed of.
 5. The assigned Team is then responsible for disposing of any and all food in the refrigerator that is not labeled with a staff name and date (to be dated within one week of the date of the cleaning).

D. Food Handling

1. Any food brought by staff into the kitchen is unspoiled and uncontaminated.
2. Food stored and prepared in the kitchen is protected from potential contamination.
3. Food, if removed from its original container (whether manufactured or natural, such as a rind) is stored, appropriately, in a clean, covered container or plastic bag when placed in a cupboard or the refrigerator/freezer. Breads may be stored in paper bags.
4. Food is prepared with the least possible personal contact, on surfaces that are clean to prevent cross-contamination.
5. An effective hand washing sign is posted in the kitchen.
6. No food is stored under the kitchen sink.
7. Condiments and beverages, such as salt, sugar, pepper, coffee and tea are stored in the original container or package.
8. The refrigerator is maintained at or below forty-five degrees Fahrenheit. The freezer is maintained at or below zero degrees Fahrenheit.
9. A free-standing ice machine is available for staff use.
10. In case of an emergency (fire, flood, power outage) that might result in food contamination, the Purchasing and Facility Specialist, or designee, takes appropriate action, regarding the food stored in the kitchen, to protect staff health.
11. Any staff, while infected with a communicable disease that can be transmitted by foods or who is a carrier of such a disease or with an acute respiratory infection, minimally uses the kitchen.

E. Utensils

1. Single-service items are not reused.
2. Single-service items are stored in closed containers.
3. Utensils are stored clean and dry.
4. Glasses and cups are stored inverted. Other stored utensils are covered or inverted, if practical.
5. Silverware is stored with the handles presented to the user.

F. Equipment

1. Countertop equipment is installed to allow for cleaning of the equipment and surrounding areas.
2. Food contact surfaces, non-food contact surfaces and the interiors of microwave ovens and door seals are cleaned, at a minimum, at the end of each working day by the assigned Kitchen Duty Team.
3. Food contact surfaces are washed, rinsed and sanitized after each use by staff using them.

Utensil and Equipment Cleaning

1. Cloths and sponges used in the kitchen are used only in the kitchen. They are cleaned and rinsed frequently during use by submersion (for at least one-half minute) in clean, hot water (of at least one hundred seventy degrees Fahrenheit). Clean cloths and linens are stored in a drawer for protection from contamination until use.
2. For manual washing, rinsing and sanitizing of utensils and equipment, a sink with two compartments and a dishpan is used. The sink is supplied with hot and cold potable, running water. Equipment and utensils are washed in the first compartment with a hot detergent solution. They are rinsed and then sanitized by submersion (for at least one-half minute) in clean, hot water (of at least one hundred seventy degrees Fahrenheit).
3. For mechanical cleaning and sanitizing, a dishwasher is used. This machine is properly installed and maintained in good repair. The machine is operated following manufacturer's instructions. Equipment and utensils are rinsed or scraped and, when necessary, soaked to remove food particles before washing in the dishwasher. The dishwasher is cleaned when necessary to maintain it in a satisfactory operating condition.
4. After being sanitized, all equipment and utensils are air-dried.
5. Cleaned and sanitized equipment and utensils are handled in a way to protect them from contamination. Silverware is touched only on their handles. Cups, glasses, bowls, plates and similar items are handled without contacting the inside surfaces or surfaces that contact the user's mouth.

G. Garbage

1. Garbage is kept in durable, easily cleaned insect- and rodent-proof containers that neither leak nor absorb liquids. Plastic bags are used to line these containers. A new plastic bag is inserted each time a container is emptied. The two containers are sufficient to hold all the garbage that accumulates in the kitchen during one day. The containers are cleaned, inside and out with hot water and detergent, as necessary to prevent insect and rodent attraction.

H. Cleaning tools

1. Cleaning tools, such as brooms and mops, are not stored in the kitchen.

I. Hazardous Materials

1. Only those materials needed for maintaining the kitchen, cleaning and sanitizing equipment and utensils and controlling insects and rodents may be kept in the kitchen.
2. Containers of hazardous materials are labeled according to law for easy identification. The CPSA Purchasing and Facility Specialist maintains a Material Safety Data Sheet (MSDS) for each hazardous material in the MSDS Manual. (See CPSA Policy #4.06, Hazardous Materials and Waste).
3. Pesticides are stored separately from detergents and sanitizing and from caustics, acids, polishes and other chemicals.
4. Detergents and sanitizing agents are stored separately from caustics, acids, polishes and other chemicals.
5. All hazardous materials are stored in cabinets used only for such storage. These cabinets are not located above food, food equipment, utensils or single-service items.
6. Hazardous materials are not used so that they may contaminate food, equipment or utensils, nor so that they are hazardous to staff, and only in full compliance with the manufacturers' labeling.
7. No personal medications are stored in the kitchen.
8. First aid supplies are stored so that they do not contaminate food or food-contact surfaces.

REFERENCE::

1. JCAHO IC.2 through IC.2.4
2. Pima County Code, Chapter 8.08

ATTACHMENTS:

- A. None