



# Welcome to the Daybreak Kitchen

**Thank you for taking time to read this important information and familiarizing yourself with the Daybreak kitchen, guidelines and expectations.**

The topics covered in this booklet

- Personal Hygiene
- Cross Contamination
- Basic Food Safety
- Time and Temperature
- Cleaning and Sanitation
- Cleaning - Day of Departure Expectations
- Equipment Care, Operation and Cleaning
- Recycling Guidelines
- Equipment

Daybreak operates under the jurisdiction of the Santa Cruz County Health Department.

# Daybreak Kitchen & ServSafe Guidelines

## ALL KITCHEN WORKERS MUST:

- Wear clean clothing
- Wear an apron
- Restrain hair with hats, hairnets, headbands, ponytails, anything that keeps hair from contaminating food.
- Only wear closed toe shoes. No flip flops or sandals.
- Wear minimal jewelry
- Wear gloves when serving
- Wash hands before putting away clean dishes
- Wash hands after handling raw food or using the bathroom
- Sneeze or cough into elbows

## PLEASE DO NOT:

- Use wiping cloths to remove perspiration from face.
- Wash hands in sinks used to prepare food.
- Chew gum in the kitchen.
- Eat while serving food.
- Work if you are sick.
- Work with exposed cuts on hands/arms.

As head cook please assist others in following these guidelines

## Getting Started

Require proper personal hygiene

- All kitchen workers must wear closed toed shoes—No sandals or flip flops
- Wear an apron
- Cover/restrain hair
- Wear minimal jewelry

Wash your hands. This is the number one rule in food safety. Poor hygiene, such as not washing hands after touching raw foods, using the toilet, coughing or touching any contaminated surfaces, is a leading cause of foodborne illness. Virtually all soaps are “anti-bacterial” - it is the **friction** from scrubbing that actually cleans.

## Cutting Board Contamination

Cut clean. All cutting implements (knives, cleavers, even scissors) and cutting boards should be washed thoroughly after use, especially after using on animal products, including seafood. Use hot soapy water for the implements, hot soapy water and a mild bleach solution (2/3 cup of bleach to one gallon of water) on cutting boards and surfaces.

Use different cutting boards for raw foods. Any surface touched by raw animal foods can transfer deadly bacteria, parasites and viruses. Use a **red cutting board** only for raw animal foods to avoid cross contamination.

## Canned Goods and Refrigerated Food Storage

Canned goods should always be wiped with a clean cloth before opening to prevent external soil and debris from getting into contents.

Refrigerated foods - prepared foods are required to be stored above, not below, raw foods to prevent cross - contamination. When putting meat in the refrigerator, ALWAYS use a tray under the meat container to catch the juice or blood.

## Thawing Meats

Thaw meat under slow running water. Do not thaw any meat at room temperature. The food can be taken from the freezer and put into the refrigerator to thaw. Thawing in the refrigerator will probably take at least 3 days.

## Dishwashing and the Sanitizer

All dishes, pans and utensils used in the kitchen must be washed and run through the sanitizer. The sanitizer is often mistaken for a dish washer, it is important that food be removed from the item before going through the sanitizer.

Wash your hands before putting away clean dishes.

Air dry all dishes, pots and pans and flatware.

## Cooking Meat

Cook all food thoroughly. All animal foods should be cooked to at least 170 degrees to kill bacteria, parasites and viruses which cause foodborne illness. Use a thermometer with a metal stem to check the temperature immediately after cooking.

Poultry should be used within three days of receipt/ purchase.

\* See Minimum Safe Internal Temperatures for Various Foods

## Temperature of Food Before and After Cooking

**Keep it hot, keep it cold...or don't keep it at all.** Meats, fish, poultry, eggs, sliced melons, rice, beans, tofu and sprouts are all susceptible to rapid bacteria growth before and after cooking. Food should be kept below 40 degrees or above 140 degrees. Do not keep food in the refrigerator longer than 7 days.

## How to handle leftovers

Cool foods quickly. Don't let hot foods cool at room temperature...use a shallow pan place on the top rack of the refrigerator. Hot foods should be cooled to 40 degrees F within 2 hours.

Milk that has been held at room temperature should never be poured back in a refrigerated milk carton.

Reheating food can be done if reheated to an internal temperature of at least 165 degrees before transferring the food to hot- holding equipment.

Reheat those leftovers to at least 170 degrees.

## Remember...

Mixing products that have been used at room temperature with unused products is prohibited. Only put out what will be used at the meal.

## Storing Food

Label cooled foods with preparation dates and times.

Do not crack eggs and store overnight.

When in doubt, throw it out! If you have any suspicion that food might be spoiled— including an uncharacteristic odor, color or damage packaging, throw it out! Not worth the risk.

### MINIMUM SAFE INTERNAL TEMPERATURE FOR VARIOUS FOOD

All foods previously served and cooled that are reheated	165° F for 15 seconds within two hours
All poultry	165° F for 15 seconds
Ground beef and ground pork	155° F for 15 seconds
Pork, ham, and bacon	160° F for 15 seconds
Beef	160° F for Medium - 170° F for Well Done
Scalded Milk	180° F

**Food Danger Zone 40° F - 140° F.**

**Do keep foods in this temperature zone for more than 2 hours due to rapid bacteria growth.**

**Optimum refrigerator temperature is 36° F.**

**Optimum freezer temperature is 0° F.**

## Daybreak kitchen Cleaning Guidelines

### Daily

- 
- Sweep and mop floors as needed for cleanliness and safety.
- Sweep and/or mop up spills immediately in kitchen
- Keep the restroom clean and sanitary
- Clean and sanitize food preparation sinks after each use.
- Wipe up all refrigerator spills immediately.
- All buckets and mop pails need to be emptied and rinsed after use.
- Garbage is to be removed from the food preparation area ASAP and should be disposed of often to prevent odor and flies

## Encourage a Clean As You Go Policy

Each worker is responsible for continuous cleaning of their own work area.

### Cleaning Supplies

- All cleaning supplies are located in the outside brown cabinet, near the back door.
- Please do not keep any cleaning supplies in the kitchen.
- Return all supplies to the storage cabinet when not being used.

### Daybreak Staff Responsibilities

- Daybreak will collect your soiled laundry each morning, launder and return the following morning.
- Daybreak will check and re stock paper goods each day.

### End of Camp Cleaning

You have been working hard, and you are exhausted and now it is time to clean the kitchen! Don't get caught without cleaning help lined up and ready to get the job done.

Best practice: Develop a cleaning crew ahead of time with areas of responsibility.

Daybreak kitchen cleaning check list is located on page 8

**TO ENSURE A CLEAN KITCHEN FOR THE INCOMING CAMP,  
A KITCHEN WALK-THROUGH WILL BE DONE WITH THE  
HEAD COOK PRIOR TO LEAVING.**

# Daybreak Kitchen Cleaning Checklist

## Grill, Stove Top and lower ovens

- Remove and wash grates from stove (run through sanitizer)
- Clean grill, including grease trap and drip pan
- Remove and wash overhead grill screens
- Clean ovens

## Convection Ovens

- Clean inside and outside (directions posted next to oven)

## Refrigerators and Freezers

- Remove all food
- Clean inside and outside (directions posted on freezer and both refrigerators)

## Horizontal Surfaces

- Clean and sanitize sinks
- Counters
- Shelves
- Stainless steel tables
- Organize dishes and utensils on shelves

## Bathroom

- Clean bathroom (cleaning supplies located in outside cabinet)

## Garbage

- Empty garbage and replace liners
- Flatten all cardboard and place in blue **dumpster**
- All other non-CRV recyclables go in blue bins outside kitchen back door
- CRV recyclables go in smaller blue recycling bins next to trashcans

## Dining Hall

- Break down tables and place in storage rack
- Stack chairs along wall in groups of 5
- Place folding chairs on rack
- Close and remove face and hand prints from windows

## Dishwashing Area

- Wipe down machine, counters, and shelves
- Remove food screen below machine and clean
- Remove blue mats and place outside

## Before Departure

- Sweep/dust mop dining hall, dishwashing area, kitchen, and bathroom.
- Lastly, mop all floors with water and PineSol solution.

# Equipment Operation, Care and Cleaning

## Convection Ovens

### Operating Instructions

1. Allow ovens to preheat for a minimum of 20 minutes.
2. Set mode to COOK and set desired fan speed (HIGH or LOW).
3. Set temperature dial - If following instructions for a standard oven, reduce temperature by 25-60 degrees.
4. The light indicator will be illuminated while oven is warming up and will turn off when oven has reached desired temperature.

### Automatic Cool Down

1. Turn temperature dial to OFF and set mode to COOL DOWN.
2. Open oven doors and allow oven to cool off. It is not recommended to leave the switch in the COOL DOWN position for an extended period of time.
3. At the end of daily use, we recommend that the doors be left slightly open for complete cooling.

### Exterior Cleaning

1. Spills should be wiped up immediately
2. Wipe outer surfaces with soap and hot water. Stubborn spots may be removed with a non-metallic scouring pad. Dry with a clean cloth.
3. Clean the control panel with soap and hot water. Do not use hard abrasives or metal scouring pads.

### Interior Cleaning

1. Cool down oven before cleaning and remove racks.
2. Wipe down inside of oven with soap and hot water. Use a non-metallic scouring pad and degreaser if necessary.
3. Wipe down inside of oven doors

# Equipment Operation, Care and Cleaning

## Walk In Refrigerator

- Record temperature daily (week long camps)
- Close door behind you when entering or exiting and make sure door is latched when not being used
- Do not place any food on the floor
- Wipe down shelves with soap and hot water
- Sweep and mop upon departure

## Reach In Freezer

- Record temperature daily (week long camps)
- Keep doors closed
- Allow for air circulation when placing food in the freezer
- Do not stack food on the top shelf around the cooling fans
- Be sure to follow ServSafe procedures and place meat on bottom rack to avoid cross contamination.

## Freezer Cleaning

- Spills should be wiped up immediately
- Clean outside of freezer and refrigerator with stainless steel cleaner/polish
- Wipe down racks, side walls and bottom with soap/bleach and hot water
- Wipe down inside of doors

## Reach in Refrigerator

- Record temperature daily (week long camps)
- Keep doors closed
- Avoid stacking food on the top shelf around the cooling fans
- Follow ServSafe procedures by placing meat on bottom rack to avoid cross contamination.

## Refrigerator Cleaning

- Wipe spills up immediately
- Clean outside of refrigerator with stainless steel cleaner/polish
- Wipe down racks, side walls and bottom with soap/bleach and hot water
- Wipe down inside of doors.



# Recycling Guidelines

Recycling is mandatory in Santa Cruz County

## METAL & GLASS

- Aluminum foil (clean)
- Aluminum pie pans
- Metal lids and caps
- Beverage cans (empty and rinse)
- Brown, clear, and green glass bottles (beverage or food jars)

## PLASTIC

- Plastics labeled with number 1-7 inside the triangle of arrows
- Bleach and detergent bottles
- Food containers
- Bread bags
- Produce bags
- Bubble wrap

## PAPER

- Juice boxes and cartons
- Milk and cream cartons
- Cardboard
- Cereal and cracker boxes
- Frozen food packaging

### UNACCEPTABLE PLASTICS

- Plastic wrap
- Food packaging liners
- Food contaminated bags
- Cellophane food bags

### UNACCEPTABLE PAPER

- Food contaminated packaging
- Napkins
- Paper towels
- Foil wrapped beverage pouches

**CRV** stands for **California Redemptive Value** - These are beverage containers we receive \$\$ for. We collect and place CRV's in labeled containers behind the kitchen separate from the "Blue Bins".

All non-CRV recyclables go in the four blue bins near the back door of the kitchen.

- Break down/flatten all cardboard boxes and put in the blue bins or recycling dumpster.
- All CRV recyclables should be put in the small blue bins located around the dining hall.

## WHAT DAYBREAK PROVIDES - WHAT YOU PROVIDE

### Equipment

- Commercial stove, oven and grill
- Convection oven
- Commercial ice machine
- 72 cubic foot reach in freezer
- Large reach in refrigerator
- Walk-in refrigerator (available based on size of camp and length of stay)
- Shelving for pantry storage
- Conveyor toaster
- Commercial and residential mixer
- Microwave
- Outdoor BBQ grills (2)
- Hot well
- Commercial chemical sanitizer
- Commercial Bunn coffee maker
- Plates, bowls, cups, and flatware
- Cutting knives
- Large assortment of cooking and serving utensils
- Serving bowls
- Cooking pans, pots and trays
- Serving pans and trays
- Large beverage containers - hot and cold

### **You supply:**

- Hair nets
- Gloves - dishwashing and serving
- Foil
- Plastic wrap
- Zip lock bags
- Condiments - sugar, salt, pepper

### **Daybreak supplies:**

- Paper towels
- Rags
- Soap/bleach
- Can liners
- Coffee filters
- Scouring pads
- Cleaning supplies

### **Please note:**

**Daybreak discourages the use of paper plates to avoid washing dishes, please make every effort to use supplied plates, bowls and uten-**