

# Community Kitchen Guidelines – For ALL Users

Welcome to our shared vegan kitchen. Please follow these guidelines to help us be a safe and clean place for all users. All community facilities are for vegan products only for all inhabitants on community grounds. If you are not a resident and supporting member of the community, please do not bring nonvegan items on the property. In addition, certain items commonly regarded as vegan are not acceptable for a collective state such as fruit and vegetables without seed: i.e. modified seedless oranges, potatoes/tubers, mushroom that neither have seed nor green plants and forms of yeast bearing fungi. The guide to foods for the community are as specified in SMB/Gen 1:29-30: those of plants yielding seed; trees which have fruit yielding seed, and green plants. Plants considered as yielding seed have the full traits of Wisdom, Understanding and Knowledge to produce from their own seed fruit upon their crowns. Hence self-fruitful plants are accepted verses self-unfruitful plants that require the assistance of another to bear its kind; being unable to bear its own kind it blooms but remains self-unfruitful and unable to fulfill the command to be fruitful showing that the seed of a self-unfruitful stock is a house that lacks Knowledge.

## Preparing to Cook

1. Listen, speak softly and respect other users of the cooking areas. Keep prep work to the community kitchen area as much as possible.
2. Wash hands well before starting project and if you leave and later return to the kitchen. Wash your hands anytime they become self contaminated (such as after sneezing, coughing or using the bathroom). Wash your hands in the restroom and not in the kitchen sink.
3. If you are sick (have a cold, fever, vomiting or diarrhea), DO NOT participate in food preparation. Please excuse yourself and seek an alternate to cover your place.
4. Tie back long hair or wear a hat or head covering while cooking.
5. Do not handle food or clean with open sores or cuts on your hands. Use plastic gloves in this situation.
6. Pull up or roll up your sleeves to prevent your clothing from contaminating the food.
7. Wear a clean cloth or apron (when available). Take off your apron before going to the restroom.
8. Wipe all work surfaces with a bleach wiping cloth.

## Food and Preparations

1. Use knives only on cutting boards, and disinfect the boards during clean up. Avoid aluminum pans for cooking; select stainless steel or cast iron for cooking.
2. Use stove, oven, griddle and other electrical appliances when you can watch over their use.
3. If you are preparing food to be used later, cool it as quickly as possible before putting it into refrigerator. If canning, put in glass jars while still hot with sealing type lids.
4. If any food allergies are present in the group, please avoid cooking any of these allergic foods for community meals.
5. Rinse and inspect fresh produce.
6. Only vegan items are to be on the premises of the community for all species, the adim and animals.
7. No tobacco products or addictive drugs are permitted on the properties.

## **Cleaning Up**

1. Package leftovers in non plastic bags or jars (preferred over plastic bags or containers). Do not leave any open containers of ingredients anywhere on the premises as they attract mice and other hosts.
2. Clean up must be complete at the end of the cooking project. Clean up is everyone's responsibility, and we all stay until the job is well done.

### **Clean up includes:**

- a. Wash used items.
- b. Put clean items away in the cabinets or drawers, or return them to storage areas. Do not leave items to dry in the kitchen, nor remain sitting on counters or other tables.
- c. Wipe the counters with the bleach wiping cloth or white vinegar.
- d. Clean up any spills or debris on the floor.
- e. Do not place wet items in window sills, or left on the counters or tables.

## **Guidelines for guest or children**

Plan Your Meal with your guests in mind.

Planning your project will help it be successful and less stressful.

1. Know what you will make. Plan a menu.
2. Make sure you (as teacher or parent volunteer) put the cooking date and approximate time onto the Kitchen Schedule in the Community Kitchen.
3. Alert others using the kitchen of the date. Please be flexible if you need to schedule for another time or day.
4. Check your staple ingredients. We may have on-site flour, rice, spices, soy sauce, oil. etc. You may use any of these items; however, go to the store and replenish what has been used. If you need additional ingredients it is your responsibility to secure them. If you are not making financial help for monthly expenses, please advise how you will offset the costs for using the facilities and the utilities.
5. Plan where to store your perishable ingredients. The kitchen refrigerator/freezer is limited.
6. Check your tools. We have a wide variety of sturdy kitchen tools in the Community Kitchen. All items in the kitchen are for vegan products only. Please sanitize tools brought into the kitchen before using.
7. Plan the steps of the project. Think about using either an assembly line or workstation process to give everyone a significant role in the project. If you are increasing a recipe (doubling or tripling it) – rewrite the recipe measurements so that you don't forget proportions. Plan how you will set up for the project and clean up. Leave plenty of time for clean up.

## **Doing the Project**

1. Make sure you, all volunteers and children wash their hands prior to handling food or food prep items. Avoid touching the sink handles and doors with clean hands (use a paper towel to turn off facets and open and close doors in leaving the bathroom).
2. Wipe all work surfaces with a bleach water wiping cloth before starting project. Make a mix of bleach water before beginning your project.
  - a. Mix one capful or 1 tsp of bleach into 1 gallon of warm water, or use white vinegar instead of bleach.
3. Wipe areas of food preparation first. Keep the bleach wiping cloth and bucket in the room while you cook to clean up any contaminated areas. Do not wash hands in the bleach water and avoid splashing the bleach water on other areas.
4. Clean up spills immediately.

# Community Bathroom and House Guidelines – For ALL Users

Welcome to our shared facilities. Please follow these guidelines to help us be a safe and clean place for all users. All community facilities are for the joy and service to all members. If you are not a resident and supporting member of the community, please share financially to cover the costs of utilities and upkeep of properties.

## **Bathroom Use**

1. There are three facilities for showering and cleaning-up.
2. When working outside or when covered with dirt, sand, grease etc. on the body, use the shower in the basement.
3. When cleaning heavy soiled areas of the body and removing stains, use dark towels to dry off with.
4. Keep the toilets seats clean. If you have loose bowels, check the underside of the seat to be sure it is clean before leaving the bathroom.
5. Avoid putting large amounts of paper in the toilets. No paper towels or other items are to go into the toilet.
6. Keep considerate of others who need to use the bathrooms to be ready for work or other time schedules.
7. Do not leave wet towels or rugs in the bathroom after showering/bathing. Hang them on the line or move them to the laundry area to avoid damage to the floors and rooms.

## **Bathroom Clean up**

1. Keep clothes and personal items out of the bathrooms.
2. Place wet and used towels in the laundry areas instead of leaving them on the floor or in the bathroom.
3. After shower or bathing, wipe down walls of showers and clean the tub, wiping it down dry. Squeege the water off of the showers and tubs and then dry them with a towel to avoid water rust stains and residue build-ups.
4. Wipe the floor when finished so that water is not standing on the floor making it wet and potentially slippery.
5. Polish the handles and facets to keep them free of corrosion and rust. There is wax and/or polish in each of the bathing areas to apply to the shower walls and facets.

## **Room and House Use**

1. Keep clothes and personal items put away and picked-up off of the floors, beds, etc.
2. Make your bed when rising.
3. An organized room leads to an orderly appearance and work flow.
4. Remove outside shoes from walking in the house. Keep a pair of shoes or slippers near the entrance so that you have a pair of slippers or other shoes to wear only in the house.
5. Throw soiled water with debris and dirt outside. Do not put down drains.
6. Keep hair out of drains. When cutting hair, nails and the like dispose of them outside or in a disposal bag/container.
7. In using weights and exercise equipment, use on concrete surfaces as in the garage or basement.
8. In disposing of food scraps and the like, place in compost stock or dig hole and bury in garden area.
9. We recycle as much as possible, so place all jars and containers, cardboard, etc. in their appropriate marked areas.
10. In using lights and appliances, when leaving the area or object for more than 23 seconds, turn off the lights and appliances.