



Collective Kitchen Use Policy

MANDATORY TRAINING:

The food safety and handling course is mandatory for the person in charge of animating collective cooking.

PERSONAL HYGIENE:

- Out of respect for others using the premises, participants must, before leaving, make sure that the locale and equipment are clean.
- Persons responsible for food preparation or cleanup have to pay special attention to their personal hygiene. They have to put a bandage on any hand wounds and protect it with a disposable waterproof glove.
- Hand washing is essential:
 - before beginning the work;
 - after going to the washroom;
 - after smoking or eating;
 - after blowing one's nose;
 - after handling raw food;
 - every time there is a risk of contaminating food.
- Persons responsible for food preparation must avoid touching any food if they suffer from diarrhea, vomiting or any other disease that could be transmitted through food.

KITCHEN HYGIENE:

- Out of respect for others using the premises, participants must, before leaving, make sure that the locale and equipment are clean.
- Use a clean utensil each time they want to taste any food.
- Always clean utensils, cutting boards and any surfaces in contact with raw meats before switching to different foods.
- Carefully sanitize the countertops before beginning to cook.
- It is strictly forbidden to leave with any equipment owned by the Collective Kitchen, not even for borrowing.
- Clean and rinse [A1] soiled containers.



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FOOD SAFETY:

- **STORAGE:**
 - Adopt and follow storage methods preventing cross-contaminations between raw products and ready-to-eat foods.
 - Always store raw meats beneath ready-to-eat foods.
 - Avoid placing on countertops and work surfaces containers that have been in contact with the ground.
- **PREPARATION:**
 - During preparation, avoid keeping ingredients in the danger zone that ranges from 4oC to 60oC, as it will allow for rapid bacteria growth. Thus, only take out the amounts needed for the duration of their preparation or service.
- **THAWING:**
- Follow one of the methods below to thaw foods:
 - In the refrigerator (4oC or less);
 - In a container placed under running cold water, ensuring that the food is completely submerged;
 - In the microwave oven, followed by immediate cooking;
 - In the conventional oven, combined with the cooking.
- **COOLING:**
 - Cool potentially dangerous foods as quickly as possible at a temperature between 0oC and 4oC.
 - The internal temperature of the food must decrease from 60oC to 4oC in less than 6 hours; however, during this time limit, the internal temperature has to decrease from 60oC to 21oC in less than 2 hours. To that end, you can:
 - Portion out the food and refrigerate it;
 - Cut large pieces of meat into pieces;
 - Use large, shallow containers made from a material that supports thermal transfer;
 - Place the food containers in an iced-water bath and stir regularly;
 - Use a clean and sanitized cooling spoon.
- **WARMING:**
 - Potentially hazardous foods that have already been cooked and cooled and that must be kept warm, should be reheated by reaching a temperature of 74oC for 15 seconds or 63oC for 3 minutes. It is important to realize this process in less than 2 hours.
 - During warming in the microwave oven, rotate foods so the heat can be distributed evenly. For this warming method to be safe, a temperature of 74oC has to be reached in every part of the food.



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CLEANING AND SANITIZING:

- **CLEANING:**
 - Cleaning is aimed to remove all the food particles and dirt from surfaces entering into contact with foods. Cleaning includes:
 - Pre-cleaning;
 - Cleaning with a detergent suited for the type of residue to remove;
 - Rinsing.
- **SANITIZING:**
 - Sanitizing allows the reduction of the number of microorganisms present on surfaces to a safe level.
 - Thermal sanitizing. Pay attention to:
 - The water temperature;
 - The time the object is in contact with the hot water.
 - Chemical sanitizing. Pay attention to the following elements:
 - The manufacturer's instructions;
 - The product's directions for use
 - The water temperature;
 - The time the object is in contact with the chemical;
 - The rinsing.
 - To prepare a home-made sanitizer, dilute 5 ml to 10 ml of bleach in 1 litre of hot water.
 - Make sure to wash and sanitize the rags and dishcloths after each use.

RULES OF LIFE:

- **CONSUMPTION:**
 - It is strictly forbidden to consume alcohol, cannabis and any other drugs or to be under the influence of illicit substances in a collective kitchen context. Cooking cannabis is also forbidden. Additionally, it is forbidden to smoke in all our premises and facilities.
- **PARTICIPATION:**
 - Each person commits to participate in the cooking day, failing which, they cannot receive their portions of the menus cooked.
 - Each person takes on the tasks that are assigned to them and participates in the maintenance of the premises and equipment after their use.
 - Each person pays their contribution for the meals according to the predefined conditions.
- **RIGHTS AND ACCOUNTABILITIES:**
 - Each person pays special attention to the group.
 - Each person demonstrates respect towards other participants of the group and avoids addressing topics that can be sensitive (examples: religion, politics and money).
 - Each person has the right to confidentiality, to be listened to and to speak.
 - Each person commits to respect everyone's private life.