

(Exhibit C)
Standard Operating Procedures (SOPs) and General Guidelines
for OOTGP/Nussbaum Center's Shared-Use Kitchen

Personal Cleanliness and Conduct

1. Hands shall be washed before starting work, after each absence from the workstation, and/or when they become contaminated (such as with eating, smoking, or taking out the trash).
2. **In the kitchen and prep area, you are required to wear:**
 - a. Shoes that are skid-proof, and have a closed toe and heel.
 - b. Clean clothes that will protect from burns and other injuries. **A clean apron or chef's jacket to cover outside clothes is recommended.** Remove when going to the restroom or leaving the building.
 - c. Gloves -- Gloves must be changed every time you wash your hands.
 - d. Hair restraints such as wear hair nets, headbands, caps, and beard covers, which will keep loose hairs out of food products and machinery.
3. Jewelry cannot be worn while in production. Earrings, studs, watches, etc. may fall into products or harbor food particles/bacteria.
4. Individuals who are sick or who exhibit symptoms of illness (including vomiting, diarrhea, fever, and/or skin infections) are not allowed in the kitchen.
5. All personal items, including food and drinks must be stored separately from food production areas and equipment. We recommend leaving them in the office beside the kitchen on the desk or in your own personal storage area in the Nussbaum Center.
6. To minimize the possibility of cross-contamination, always taste food in the correct way while working in OOTGP Shared-Use Community Kitchen:
 - a. Put a small amount of food in a small dish.
 - b. Taste the food with a clean spoon.
 - c. Remove the dish and spoon from the food preparation area. Never reuse a spoon that has already been used for tasting.
 - e. Wash your hands immediately.

Equipment

1. OOTGP will provide:
 - a. Miscellaneous smallware and shared-use equipment, which will be shown during the kitchen tour
 - b. Hair nets, beard nets, and gloves



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- c. Garbage bags
 - d. Cleaning and sanitizing chemicals
 - e. Brooms, dustpans, mops, and other cleaning equipment
2. You must provide your own:
 - a. Apron
 - b. Clean towels for cleaning - bar mop towels are recommended. You are responsible for keeping these clean and laundered after each kitchen use.
 - c. Smallware, storage containers, and specialized equipment necessary for your production.

Opening the Facility

1. Key fob
 - a. For an additional charge the Nussbaum center will supply a key fob to each user that will allow for the users to access the building and the kitchen at any time this key fob will be obtained through an application process with the Nussbaum center.
 - b. The key fob will allow access into the building, kitchen facility and the office space beside the kitchen.
2. Make sure the exterior door is closed and locked, especially if you are in the building alone.

Getting Started and Signing-In

1. Do not leave outside doors open unless you are **ACTIVELY** bringing in/removing items. Secure and lock outside doors when you are inside. Keep kitchen doors to the hallway closed. This building is used by many people, and this reduces cross-contamination.
2. **Sign in** at the start of set-up (date, names of user & number of workers, time). Pick up a **Production Sheet** and **Facility Checklist**. All forms are on the desk in the office.
3. Bring needed supplies to set up your work space.
4. Fill in the **Facility Checklist** to report on the condition of the kitchen as you found it.
5. Fill up the wash, rinse and sanitize sinks. Sanitize all equipment that you will be using. This is to reduce cross-contamination, as this is a shared-use facility.
6. Carefully follow operating guidelines for each piece of equipment. If you are using a piece of equipment for the first time or for a new use, you must get instruction/permission from the Community Kitchen Coordinator.
7. **Keep spray bottles of cleaners or covered drinks on the shelf below the work table**, or on the desk (never on the same level, or above food prep areas).



Closing the Facility

1. Return all equipment to the proper place, including all personal items to a locked storage area or taken with you.
2. Clean and sanitize all necessary equipment and areas, following the **Sanitation and Cleaning Procedures** detailed below.
3. Put the completed Production Sheet and Facility Checklist in “Completed Forms” file
4. If you use the restrooms, be sure they are in good condition.
5. Before you leave, turn out ALL LIGHTS in the Facility, and lock all doors.

SANITATION AND CLEANING PROCEDURES

General Sanitation:

All users of OOTGP Shared-Use Community Kitchen are expected to use good hygienic practices at all times and to follow all established cleaning and sanitation procedures.

Cleaning and Sanitation

Cleaning is necessary to protect against microorganisms. Each user must properly clean and sanitize the kitchen after their shift and ensure that the kitchen is ready for the next user. Cleaning supplies, brooms, and mops are in the Custodian's closet nearby the kitchen.

Sanitizing Food Surfaces

Food-contact surfaces shall be cleaned in this sequence: wash with warm water and detergent first, rinse with clean water, and then use an approved sanitizer. The sanitizer used should be approved for use on food-contact surfaces and must be mixed according to the manufacturer's directions. Cleaning and sanitation should be performed as frequently as necessary before, during, and after food preparation to prevent contamination.

To ensure the food-contact surface is sanitized pay attention to these factors:

1. **Concentration:** Follow the instructions on the sanitizer's label and use proper dilutions and concentrations. Too little sanitizer will not work. Too much can be toxic.
2. **Temperature:** Generally, chemical sanitizers work best in water that is between 55°F and 120°F
3. **Contact time:** In order for the sanitizer to kill harmful microorganisms, the cleaned item must be in contact with the sanitizer (either heat or approved chemical) for the recommended length of time.
4. **Air-drying:** After applying the sanitizer, place utensils in a wire or plastic draining rack where they will not come into contact with any food or food residue and let them sit until dry. For equipment, after applying the sanitizer, let the equipment sit without use until dry.



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Do not use towels for drying, polishing, or any other purpose because they may re-contaminate equipment and utensils.

Cleaning Kitchen Equipment

Please follow these steps to clean kitchen equipment, such as blenders and food processors. Turn off and unplug equipment before cleaning. Remove food and soil from under and around the equipment. Remove any detachable parts. Manually wash, rinse, and sanitize detachable parts. Wash and rinse all other food-contact surfaces that you cannot remove. Then wipe or spray them with a properly prepared chemical sanitizing solution. Air-dry all parts and then reassemble.

Coolers and Freezer

Clean up any spills on cooler or freezer shelves with single-use paper towels and warm soapy water. Rinse with clean water and dry with single-use paper towels.

Drain Box

Clean food scraps and any additional residue from the drain box under the sink

Tables, Stove-tops, Oven Fronts, Dirtied Walls and Cooler Doors

Tables, stove-tops, oven fronts, dirtied walls, and cooler doors may be washed with hot soapy water, wiped with clean towels, sanitized, and wiped again with clean towels. The drip pan for the stove must be cleaned and washed after each use.

Floors

Floors should be swept and cleaned at the end of your shift. Brooms, dustpans, and mops are in the Custodian's closet nearby the kitchen. All custodial brushes and equipment must be in good repair. If there is a problem with any of the custodial equipment, please bring it to the attention of the Community Kitchen Coordinator.

Trash and Recycling

Trash should be emptied at the end of your shift and taken to the trash receptacles located outside the building. All recyclable materials can be taken to the brown recycling receptacles.

Laundry

All items requiring laundering, such as towels, dishcloths, and aprons, must be removed at the end of each shift and laundered by the user.

*** Chemical Safety Data Sheets are in a binder on the desk.. ***