
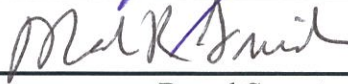


<b>OHEF SHOLOM TEMPLE</b>		<b>Policy and Procedure</b>
<b>Name of Policy:</b>	OST Kitchen Operating Standards	
<b>Policy Number:</b>	BOARD - 1001	
<b>Department:</b>	Board of Directors	
<b>Purpose:</b>	To assure that meals served at the Temple to congregants and/or the public, meet community health, safety and culinary quality standards.	
<b>Effective Date:</b>	November 19, 2015	
<b>Last Rev. Date:</b>		

<b>Required Signatures:</b>	 <hr/> Board President
	 <hr/> Board Secretary

<b>Definitions:</b>	
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<b>Policy:</b>	The Board shall adopt procedures to assure that meals served at the Temple, whether brought in by catering vendors or prepared by congregants, committees or affiliates, shall meet standards for operating, food quality, food quantity, sanitation, safety, and environmental protection. Temple management or their designee shall be responsible for enforcement of these standards. This policy shall be reviewed no less than every three years.
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<b>Procedure:</b>	<p><b>OPERATING STANDARDS</b></p> <ol style="list-style-type: none"> <li>1. Kitchen policies and procedures shall apply to sponsoring organizations to include but not limited to Sisterhood, Men’s Club, Soup Kitchen, Nest, caterers and any others preparing meals in our building.</li> <li>2. All outside caterers shall show proof of insurance and add Ohef Sholom as an additional named insurer during their scheduled event.</li> <li>3. OST Maintenance staff members who help with meal set up and clean up are paid by the sponsoring organization such as Sisterhood, Men’s Club, etc. Cost information is available in the OST Office.</li> <li>4. The Temple Administrator shall develop, submit for Board approval and enforce the following:       <ol style="list-style-type: none"> <li>4.1 A Master Cleaning Schedule for the kitchen and all appliances.</li> <li>4.2 A uniform policy for compensated meals for all paid Temple functions.</li> <li>4.3 Appointment of Menu Reviewer volunteers.</li> <li>4.4 Annual Health Department Food Handlers training will be required of volunteers through video, training sessions or literature with signature confirmation of completion.</li> <li>4.5 Assignment of Temple Staff to be present for caterers and any others preparing meals in our building.</li> </ol> </li> <li>5. Temple management or their designee is responsible for purchasing kitchen staples i.e. gloves, aluminum foil, Ziploc bags, etc.</li> </ol>
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### **FOOD QUALITY AND TYPE**

1. Food served at OST shall be *kosher style* -- no pork products or shell fish of any kind may be served.
2. Meal planning should include special diet requirements and vegetarian preferences, when possible.
3. Two months prior to the meal, the event Chair or Cook will give the menu to the Temple Administrator or his/her designate to pass along to the Menu Reviewers for input. Once a menu has been approved, resubmission is not needed when the same menu is used in the future.
4. Shopping duties shall be determined by the Chair or Cook of the sponsoring organization.
5. All prepared food shall meet the Food Temperature standards issued by the Virginia Health Department and posted in the kitchen (see attached). The kitchen should always have one or two thermometers easily accessible and they need to be of the quality that reads temperatures accurately.
6. Additional quality standards may be determined based upon advice from our professional cooks and Menu Reviewers.
7. Buying food where the animals were raised humanely and the workers were paid living wages will cost more but should be considered, when possible.

### **FOOD QUANTITY**

1. For all Temple sponsored functions prepare 10%-15% additional meals to cover non-registered guests.
2. Portion control-Chef Recommended Portions:  
5 oz. of protein  
4 ounces vegetables  
3 ounces of starch
3. Ask the OST Administrator, Assistant Temple Administrator and/or office staff for their guestimate on the number of guests attending each dinner. (Not to include Passover). Shopping has to be done before all of our congregants have sent in their RSVP; the guestimate will help the shoppers.

### **FOOD SERVICE**

1. Servers shall be of Bar/Bat Mitzvah age (13 years old) or older. There shall be no children standing on chairs to reach the serving trays.
2. The Chair of the sponsoring organization or the Cook shall demonstrate portion control with a sample plate of the food to be served for the volunteer servers to view.
3. Pre-set the Salad Table. Salads should go into bowls which can be picked up by the guests. Have salad dressings in squeeze bottles. Croutons if used can be in a separate bowl also on the salad table.
4. Due to Shabbat time constraints there should be a serving line for every 50 registered guests.
5. There should be a Buffet Monitor/Runner to check serving trays. The food Monitor will get food from the kitchen to refill the serving trays. The servers should not fill this job; they need to stay with the food being served.

6. A warming oven is recommended to help hold food at the proper temperature.

### **LEFTOVER FOOD**

1. Excess meals shall be packaged in meal size containers, either frozen or refrigerated and then donated to either the OST Soup Kitchen or other charitable organization in the community. Determination of which charitable organizations receive the meals and complete pick up shall be done by the Temple Administrator, preferably before the event.
2. Extra meals that are not to be frozen must be cooled correctly. Food should be cooled to at 70 degrees within 2 hours and 40 degrees within 4 additional hours. If not at 40 degrees at that time then the food must be thrown away.
3. There should be adequate helpers to pack the meals immediately after the meal is finished.
4. All food packages placed in the refrigerator or freezer must be dated and labeled. Multiple containers of ketchup, mustard, salad dressings etc. are prohibited.

### **HEALTH, CLEANLINESS AND REFRIGERATORS**

1. Kitchen clean up during and after functions shall follow Green Initiative guidelines (see attached).
2. The Chair of the event should remind kitchen volunteers to adhere to recycling guidelines for the kitchen (refer to poster).
3. The Temple Staff as assigned by the Temple administrator and initialed on the checklist posted on the refrigerators shall conduct weekly inspections of the refrigerators to assure the following:
  - 3.1 Food that goes in the walk-in or reach-in refrigerators in the kitchen must be dated or it will be discarded by staff as soon as it is discovered.
  - 3.2 Disposal of rotting and spoiled food; food that has been left uncovered in all refrigerators; and, cooked or prepared food that is over 7 days old. Exceptions are dated condiments such as mustard, ketchup, pickles, jellies, etc.; and, dated shelf stable goods such as cookies, breads and pastries since they have a longer shelf life.
  - 3.3 There should be a formal schedule for OST Staff that are appointed to have the responsibility of checking on food temperatures (40° - refrigerators, 0°F – freezers) and inventories.
4. The walk in fridge should only be used for event-size storage. After events and for daily use, small left-overs and food for staff should be dated and stored in the reach-in fridge. A basket with labels and sharpies shall be placed next to the small fridge to encourage dating and labeling.
5. There are 2 shelves in the walk-in fridge that are designated and labeled for specific purposes (Oneg and Soup Kitchen). Food on those shelves should not be used for other purposes.
6. Health Department training shall be arranged periodically to help OST kitchen volunteers meet Health Department requirements to assure we meet sanitation standards. The Temple Administrator shall arrange for the Health Department to come to our location.

	7. Proper handwashing instructions should be posted in the kitchen (see attached).
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<b>Related Policies:</b>	OST Guide for Facility Use (attached) The Bill Emerson Good Samaritan Food Donation Act attached) Virginia Department of Health “More on health and safety... “ PowerPoint Training (in kitchen & office) Virginia Department of Health Food Temperatures Guide (attached) OST Catering Form and Check Off List (attached) OST Proper Handwashing Poster (attached) OST B'nai Mitzvah Handbook (in office)
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# OST Guide for Facility Use

Ohef Sholom Temple is eager to have our facilities used for festivities and life cycle events. To assure that our premises are welcoming and inviting for all users, we request that the following guidelines be observed.

Although a *bar/bat mitzvah* is a festive occasion, elaborate social entertainment is not a family obligation. The event is a religious and spiritual one and care should be taken that the social event does not overshadow the religious values. The B'nai Mitzvah Handbook should be used for guidance.

If the family chooses, in addition, to have a private evening affair with a Havdalah service at the Temple, it is unnecessary for the Rabbi or Cantor to be present in as much as a Havdalah service consists of three blessings: Candle, Wine and Spices. The family will be instructed in advance how to, when and what blessings to recite for their ceremony. A Havdalah ceremony may be done out, in a hall, hotel, home or anywhere.

## Food/Alcohol Policies:

1. Shellfish (shrimp, lobster, crab, oysters, etc.) and pork products are not allowed to be served in the Temple.
2. The Temple does not permit the use of alcoholic beverages, other than wine, for events held during the Sabbath. After sundown, alcoholic beverages are permitted.

## Set up Policies:

1. Requests for setting up tables and chairs for a luncheon or dinner must be submitted to the Temple office in writing, one (1) week prior to the *bar/bat mitzvah*.
2. The Temple's linens, dishes, glassware and silverware are available for use at your event for a fee (Refer to Appendix for fees). The Temple does not supply linens. These may be obtained from your caterer or ordered separately.

## Decorator Policies:

1. Florists/decorators may have access to decorate designated areas within the Temple up to 48 hours before the celebration date, *providing there is no conflict with other scheduled events or Temple activities*. Please call the Temple office if special arrangements need to be made.
2. No nails, tacks, push pins or other fasteners that leave holes and no adhesives may be attached to the Temple's walls or ceilings.
3. Florists/decorators are responsible for cleaning up Temple facilities of all floral and decorative items following the end of the scheduled event. Items that are left at the Temple after the event are not the responsibility of the Temple, its agents, officers, employees or assignees.

## Liability:

1. Persons renting are responsible for any damages to Temple facilities and property caused by their vendors (e.g., caterers, florists, etc.). Please make sure the vendors you select have adequate liability insurance coverage.
2. Notification of any damages to Temple facilities or property will be made to the renter and/or vendors at fault within 72 hours of the event's conclusion.



## ***The Bill Emerson Good Samaritan Food Donation Act P. L. 104-210***

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### Background Guide<sup>1</sup>

On October 1, 1996, President Clinton signed into law the Bill Emerson Good Samaritan Food Donation Act, a federal law to encourage the donation of food and grocery products to non-profit charitable organizations for distribution to needy people.<sup>2</sup>

The federal Good Samaritan law protects businesses, volunteers and non-profit organizations from civil or criminal liability in the course of donating apparently fit and wholesome food or grocery products for distribution to needy people. The federal Good Samaritan Act is designed to encourage donations of food and grocery products by providing a uniform, national standard of liability for donations.

The Emerson Good Samaritan Act converts Title IV of the National and Community Service Act of 1990, from “model” legislation to permanent law, and transfers the Good Samaritan law to Section 22 of the Child Nutrition Act of 1966. The federal Good Samaritan Act preempts the various state Good Samaritan statutes with a single, federal standard of criminal and civil liability in the donation of food and grocery products.<sup>3</sup> Civil and criminal liability protection is extended to donors, persons, gleaners, and non-profit organizations arising from the nature, packaging, age, or condition of apparently wholesome food or apparently fit grocery products donated for distribution to needy people. Liability for donations is limited to acts of “gross negligence” or intentional misconduct, as defined by the Good Samaritan Act. The Good Samaritan Act also stipulates that local and state health regulations and workers’ compensation laws are not altered or interfered with by the Act.

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<sup>1</sup> This background guide is provided for informational purposes only. No representation is made to the applicability of the Bill Emerson Good Samaritan Food Donation Act to the actions of any individual or organization. Donors and potential donors should consult legal counsel regarding the applicability of the statute to their activities.

<sup>2</sup> P.L. 104-210, H.Rpt. 104-661.

<sup>3</sup> P.L.104-210 pre-empts state Good Samaritan food donation statutes. The doctrine of pre-emption precedes from the U.S. Supreme Court which holds that certain matters are of such national, as opposed to local, character that federal law pre-empts state law.



## *food temperatures*

(Cook for at least 15 seconds at the temperatures identified on the right of each type food)

- ALL POULTRY (Chicken, Turkey, Duck) *165°F.*
- ALL STUFFING & STUFFED MEAT (Stuffed chops, fish, crabs, etc.) *165°F.*
- ALL DISHES THAT HAVE PHF'S *165°F.*
- ALL PHF'S THAT ARE MICROWAVE COOKED *165°F.*
- ALL GROUND MEATS (Ground beef, pork, meat, fish) (This includes hamburgers, chopped sirloin steak, etc.) (Except ground chicken and turkey which is 165°F.) *155°F.*
- ALL INJECTED MEATS (Brined ham and flavor injected roasts or other meats) *155°F.*
- ALL PORK, BEEF, VEAL, AND LAMB (See Chart in Regulation For Cooking Roasts) *145°F.*
- ALL FISH (SALMON, HALIBUT, TUNA, ETC.) *145°F.*
- SHELL EGGS (EGGS OVEREASY, SCRAMBLED) FOR IMMEDIATE SERVICE TO CUSTOMER *145°F.*
- SHELL EGGS (USUALLY SCRAMLED) FOR HOT HOLDING *155°F.*
- FRUITS AND VEGETABLES COOKED TO BE HOT HELD *135°F.*
- COMMERCIALLY PROCESSED, READY-TO-EAT (RTE) FOOD THAT WILL BE HOT HELD *135°F.*
- \*\* MICROWAVE ALL PHF'S *165°F.*
- ♦ REHEAT ALL PHF'S THAT WILL BE HOT HELD *165°F.*
- ♦ HOT HOLD ALL PHF'S AT *135°F*
- ♠ COLD HOLD ALL PHF'S AT ***41°F or below***

# OST Catering Form

EVENT DATE: \_\_\_\_\_

CLIENT: \_\_\_\_\_

CATERING COMPANY: \_\_\_\_\_

LEAD CATERER: \_\_\_\_\_

OST STAFF: \_\_\_\_\_

## CATERERS REQUIREMENTS:

**Insurance:** Attach proof of insurance with Ohef Sholom Temple as an additional named insurer during the scheduled event.

**Personal Items:** Please keep all bags/coats out of the kitchen hallway so it is clear for a bus station.

**Prep Pans:** All sheet pans/cookware used during prep are to be cleaned by caterers, including soaking them (and scrub if necessary) in sanitizing sinks. OST staff will run pans through the dishwasher as a final cleaning.

**Bus Station:** In the kitchen dirty dishes should only be placed in the bus station in the kitchen hallway. Dishes and glassware should not come back together. They should be separated into distinct stacks.

**Glassware:** Glasses cannot come into the kitchen sporadically, but placed on the glass racks. Bus station will have a dump bucket and empty racks. Fill each rack, glasses lip down and stack on a dolly. OST staff will run them through the dishwasher last.

**Kitchen Breakdown:** Wipe down counters, sinks and carts. Sweep and mop floor and walk-in. Clean stoves and ovens used.

**Room Breakdown:** Check with OST Staff as to the number of tables/chairs to leave up. Break down and put away the rest of the tables/chairs. Sweep and mop floors.

**Recycling:** Caterers are required to follow recycling guidelines posted in the kitchen.

**Garbage:** All garbage is to be taken to the dumpster after the event. OST staff will unlock the dumpster enclosure at your request.

**Caterer agrees that failure to complete any of the items above and on the attached OST Catering Check Off List will result in Caterer being charged accordingly for cleanup.**

AGREED TO:

LEAD CATERER: \_\_\_\_\_

DATE: \_\_\_\_\_



# OST Catering Check Off List

EVENT DATE: \_\_\_\_\_ CLIENT: \_\_\_\_\_

CATERING COMPANY: \_\_\_\_\_

LEAD CATERER: \_\_\_\_\_ OST STAFF: \_\_\_\_\_

**CATERERS DUTIES:** Please check off or initial when each item is completed and return this form to the OST Staff above.

\_\_\_\_\_ Prep dishes are washed

\_\_\_\_\_ Sheet pans/cookware are cleaned

\_\_\_\_\_ Bus Station dishes and glassware returned to kitchen.

\_\_\_\_\_ Kitchen counters, sinks and carts are wiped down.

\_\_\_\_\_ Kitchen floor and walk-in are swept and floors are mopped.

\_\_\_\_\_ Stoves and ovens are cleaned.

\_\_\_\_\_ Dining room furniture is broken down and put away.

\_\_\_\_\_ Tables/chairs broken down and stored. Some may stay up as directed by OST staff.

Round \_\_\_\_\_ Buffet \_\_\_\_\_ Chairs \_\_\_\_\_

\_\_\_\_\_ Dining room floors have been swept and mopped.

\_\_\_\_\_ Rental Items are stored as directed for pick-up.

\_\_\_\_\_ Garbage has been taken to the dumpster after the event.

\_\_\_\_\_ Recyclable items have been taken to the blue bin after the event.

Caterer agrees that failure to complete any of the items above and on the OST Catering Form will result in Caterer being charged accordingly for cleanup.

**AGREED TO:**

LEAD CATERER: \_\_\_\_\_ DATE: \_\_\_\_\_



## **OST PROPER HANDWASHING**

**1. All kitchen workers should be washing their hands frequently.**

**Hand washing steps are:**

- **Wet hands in hot running water**
- **Apply soap**
- **Scrub hands and forearms for 10 -15 seconds**
- **Rinse hand and arms under running water**
- **Dry hands with single-use paper towel**
- **If available, apply sanitizer**

**2. Food handler should wash hands:**

- **After using restroom**
- **After and before handling raw meat, poultry, and seafood**
- **Touching hair, face, body**
- **Sneezing, coughing**
- **Smoking drinking eating and chewing gum or tobacco**
- **Handling chemicals**
- **Taking out garbage**
- **Cleaning tables**
- **Touching anything that might be contaminated**



**3. Food handler should not touch ready to eat food with bare hands.**

**Ready to eat food is any food that needs no further cooking, prepping or washing prior to consumption.**

**4. Single use gloves. Gloves should a food handler change whenever soiled, before beginning different tasks, every four hours during continuous tasks, after handling raw meat and before handling ready to eat food**

**5. Policies regarding illness**

- **Food handler with sore throat and fever is restricted from working around the food, but exclude completely from high risk population**
- **Food handler with symptoms of vomiting, jaundice, and diarrhea excluded from operation- can work in the operation if symptom-free for 24 h and written release of a doctor**
- **Food hander diagnosed with salmonella, sigella, E. coli, hepatitis A and nora virus is excluded completely and notify the local regulatory authority**

From: **Cusguen-Garcia, Katherine A** Katherine.A.CusguenGarcia@schwab.com    
Subject: Schwab Charitable- Donation to Ohef Sholom Temple  
Date: November 5, 2015 at 4:27 PM  
To: information@ohesholom.org

To whom it may concern,

I am pleased to inform you that a Schwab Charitable donor has recommended a grant to Ohef Sholom Temple in the amount of \$500. Before we can process the grant recommendation, the IRS requires that we obtain the information noted below from your organization.

Please complete the attached House of Worship Grant Eligibility Application and return it along with the documents listed below to katherine.a.cusguengarcia@schwab.com or by fax to my attention at 1-877-535-3852.

**Documents from Section A I. and II. are required if Section B is not an option**  
**Section A**

- I. A copy of your organization's bylaws, constitution, articles of incorporation, articles of association, trust agreement or similar governing documents\* OR

If included in a group exemption under Section 501(c)(3), a copy of your organization's listing in the official group exemption directory

- II. A schedule of worship services or other evidence (i.e. newsletter, brochure, church bulletin, etc.) demonstrating regular worship activities

**Section B**

Or if your organization has its own Tax-Exemption Certification Letter issued by the IRS, that will be sufficient.

**\*Please note we cannot accept State Issued Exempt Certificate Letters.**

If you have any questions or concerns, please contact me directly by responding to this email or calling me at (800) 746-6216, ext. 20020

Sincerely,

Katherine Cusguen-Garcia  
Grants Specialist | Schwab Charitable  
Contractor, Randstad | Schwab Cost Center: M11  
Tel 800 746 6216 Ext. 20020  
Fax 877 535 3852  
211 Main Street, San Francisco, CA 94105  
[www.schwabcharitable.org](http://www.schwabcharitable.org)

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