

Brevard County Schools

High School Culinary Lab Standards 2010

As part of the curriculum and the learning process, instructors using student-based assistance shall follow Custodial Standards or Industry Standards, whichever is greater, in the cleaning and maintaining of the work area pertaining to food preparation, cooking, serving and dish washing. The program participants shall dispose of food preparation refuse daily to a central area collection bin for collection by the custodial staff. This could be an area by the front door, in a hallway etc. School based custodial staff shall follow Custodial Standards regarding normal refuse removal and floor covering maintenance as prescribed by Custodial Standards.

Classroom

See County Custodial Standards 2009-2010 (attached)

Restrooms

See County Custodial Standards 2009-2010 (attached)

Dining Room

After each use:

1. Dishes, glassware, flatware, utensils, food, foodservice equipment removed to proper areas where they should be cleaned and stored immediately.
2. Remove linens to laundry area where they should be sorted in bins for immediate laundering.
3. Clean and sanitize tables, clean chairs.
4. Sweep floors
5. Mop floors
6. Dust furniture as needed, checking for cobwebs.
7. Clean windows and glass doors with glass polish or vinegar as needed.

Laundry Room

1. Laundry should be sorted in bins and not left on the floor.
2. Linens should be washed immediately.
3. Keep detergents and chemicals in storage areas separate from food products.
4. MSDS sheets should be displayed on wall for easy access.
5. Wipe down outside of washing machine and dryer daily after use.
6. Remove lint from dryer between each load.
7. All linens, aprons, towels, hats, jackets and any miscellaneous laundry should be cleaned and stored in cabinets at the end of each semester.

Dry Storage Area

1. Foods should be stored 6 inches from the floor according to code.
2. Flours, sugars and grains should be stored in bins with tight fitting lids.
3. Inspect flours, sugars, grains and cereals regularly for pest infestation.
4. Label and rotate stocks according to FIFO.
5. Clean shelves with all-purpose polish once a month unless needed sooner.
6. At the end of the semester discard or freeze open flours, sugars, grains, and cereals or seal bins thoroughly with plastic wrap and store in a cool, dry place.

Student Uniform and Hygiene

1. Students must wear aprons or jackets, closed-toed shoes and hair restraints (chef's hat, baseball cap, scarf or hairnet) when working in the Kitchen Lab.
2. It is strongly recommended that students wear long pants in the Kitchen Lab.
3. Artificial nails and nail polish must be covered with appropriate gloves provided by the student.
4. No hand jewelry is permitted when working in the Kitchen Lab. This includes rings, bracelets and watches.
5. Students should maintain appropriate personal grooming for sanitation.
6. Uniforms should be laundered after each use and stored in cabinets.
7. Uniforms should be laundered and stored at the end of the semester.
8. No cologne or body spray.
9. No eating, drinking, or chewing gum in kitchen.

Kitchen Laboratory

1. *See County Custodial Standards 2009-210 (attached)*
2. Floors should be swept and mopped at the end of each lab session as needed.
3. Floors should be thoroughly swept and mopped at the end of the day when the lab is in use.
4. Anyone using the Culinary Kitchen Labs should be able to provide proof of having passed the safety and sanitation exams, as well as having passed safety tests on each piece of equipment.

Lab Equipment

- *In many cases, "Daily" will refer to only the times when the particular piece of equipment has been used.*
- *Any chemicals used that are stronger than household strength or are considered potentially hazardous should be used only by the teacher, adult teacher assistant or custodian.*
- *MSDS sheets should be posted on walls for all chemicals used and a copy should be given to the facilities director of the school.*
- *"Student Safe" polish have been identified as –*
 - *Dish soap*
 - *Polish or scouring powder*
 - *QUATS, or iodine sanitizer*
 - *Windex or other like glass polish*
 - *Vinegar*
 - *Baking soda*

1. Handsink

- Daily – Refill towels and soap dispenser.
Clean and sanitize sink and nail brush.
Wipe chrome fixtures to prevent buildup of mineral deposits.
- Weekly – Scrub sink with polish.

2. Prep Sinks (Vegetable/Pasta and/or Poultry/Meat/Fish)

- Daily – Clean with an all-purpose polish, rinse and sanitize before and after use.
Clean, rinse and sanitize between food items when potentially hazardous foods are involved.
- Weekly – Scrub sinks, fixtures and drain covers thoroughly with polish, rinse and sanitize.

3. Three-Compartment Sinks (Manual Ware-washing)

- Daily – Clean sinks with an all-purpose polish, rinse and sanitize before and after each use.
Squeegee and air dry flat surfaces and wipe stainless steel fixtures to prevent mineral deposit buildup.
Check for detergent and sanitizer refilling.
- Weekly – Scour sinks and fixtures with polish, rinse and sanitize.
Check to be sure that proper sanitizer test strips are on hand.
- Each Semester –
Teacher or adult teacher assistant should de-lime sinks and fixtures with chemical delimer and polish with stainless steel polish.

4. Automatic Dish Machine and Work Area

- Daily – Clean, rinse and sanitize all surfaces of machine and attached tables.
Squeegee surfaces to facilitate drying.
Run sink stoppers and cleaning brushes through last cycle.
Drain daily
Check system for detergent and sanitizer refilling.
- Weekly – Run de-liming cycle.
Clean rack storage shelves.
Polish outside surfaces of machine and tables with stainless steel polish
Clean sprayer nozzle with heavy-duty polish and a brush.
- Each Semester –
Teacher should perform a total de-liming of machine, fixtures, spray nozzle, and drain with a chemical delimer.
Check for maintenance issues.

5. Automatic Garbage Disposal

- Daily – Run disposal as needed throughout the day with cold running water.
Clean, rinse and sanitize drain opening and cover.
- Weekly – Run disposal with cold running water and ice or frozen citrus or frozen vinegar

6. Equipment Racks and Shelving

- Daily – Organize equipment and food items as needed.
Rotate food items according to FIFO.
- Weekly – Clean and organize equipment and food items rotating stock appropriately.
Discard out-of-date food items.
- Each Semester –
Remove all equipment and / or food supplies.
Clean, rinse and sanitize racks and shelving.

7. Prep Tables / Demonstration Table

- Daily – Before and after every use clean, rinse and sanitize work surfaces moving any equipment or appliances.
- Weekly – Clean drawers and organize contents.
Scrub, clean, rinse and sanitize wood and polystyrene tabletops.
- Monthly – Remove equipment from lower shelves.
Clean shelves with soapy water, rinse and sanitize.
Check bottoms of pots and pans for carbon build-up and clean as needed.
- Each 9 weeks –
Scrub table surfaces and legs.
Polish with stainless steel polish.
Scrub wood and polystyrene surfaces with wire brush.
Clean, rinse and sanitize all surfaces.
Treat wood table surfaces with mineral oil to seal.

8. Mixers

- Daily – Clean, rinse and sanitize stand, bowls and attachments each time mixer is used.
Clean floor under and around mixer.
- Monthly – Remove all removable parts to clean, rinse and sanitize.
Clean stand thoroughly and inspect for maintenance.

9. Ice Machine

- Daily – Clean, rinse and sanitize ice scoop and holder.
- Weekly – Wipe exterior of machine and clean with all-purpose polish, then shine with stainless steel polish.
- Each 9 weeks –
Clean gaskets on machine
Clean, rinse and sanitize interior of machine paying attention to ice making surfaces.
Check air filter for cleaning or replacement.
- End of Year –
Clean, rinse and sanitize interior of machine paying attention to ice making surfaces.
Check air filter for cleaning or replacement.

10. Refrigerators and Freezers

- Daily – Check temperatures each morning from the thermometers on the outside *and* inside of the unit. Record temperatures and report deviations to instructor.
Label, date, and rotate food stock.
Organize food stock according to type of food.
Freeze or discard foods after three (3) days.
Mark open date on condiments and use within manufacturer's recommended time.
- Weekly – Discard food beyond expiration date.
Clean and sanitize shelves, walls, floors, doors and gaskets.
Clean outside of appliances with stainless steel polish

10. Refrigerators and Freezers (continued)

Rotate fruits and vegetables discarding spoiled items.

Discard any items in question, i.e. no date or cannot be identified.

Monthly – Empty refrigerator of old food stock as needed.

Check gaskets for leakage and wipe down with mineral oil

End of Year –

Freeze or discard all perishable items. Check that all items in freezer will hold up over summer. Only non-perishable items should be left in the refrigerators such as condiments, chocolate, and grains.

Freezer and refrigerators should remain on and operational even if they are empty. *Do not unplug.*

11. Convection and Conventional Ovens / Slow Cookers and Warmers

Daily – Wipe up spills immediately.

Each 9 weeks –

Teacher should clean with oven polish, rinse and sanitize all surfaces, racks, doors and gaskets.

Clean outside surfaces and legs with stainless steel polish.

12. Steam Oven

Daily – Clean spills immediately.

Dry out after use and wipe with vinegar to inhibit scale and mold growth.

Leave door open to dry.

Monthly – Move steamer to clean underneath.

De-lime interior with vinegar. Use according to manufacturer's directions.

Clean outside surfaces with stainless steel polish.

13. Microwave Ovens

Daily – Clean spills immediately

Weekly – Clean, rinse and sanitize all interior surfaces and trays.

Monthly – Clean, rinse and sanitize exterior surfaces. Polish with stainless steel polish if appropriate.

Turn off at each break: winter, spring, and summer.

14. Steam Table / Serving Table

Daily – Drain steam bins and wipe out to dry.

Clean, rinse and sanitize all service surfaces, shelves and cutting board areas.

Each Semester –

Clean elements to prevent scaling and lime buildup.

Clean exterior surfaces including legs and lower shelf.

15. Deep Fat Fryer

- Daily – Clean, rinse, sanitize and dry fryer baskets.
Skim food bits off of oil.
Wipe surfaces around top of fryer when oil has cooled.
- Weekly or as needed –
Drain used oil and dispose of according to school policy.
Clean interior of fryer with degreaser according to manufacturers directions.
Degrease fry baskets using wire brush as needed.
Clean outside of fryer using degreaser or other heavy-duty polish.
- At the end of each Semester –
Drain used oil and dispose of according to school policy.
Clean interior of fryer with degreaser according to manufacturer's directions.
Degrease fry baskets using wire brush as needed.
Clean outside of fryer using degreaser or other heavy duty polish.
Leave fryer empty.

16. Gas Range

- Daily – Wipe up spills immediately.
Clean shelf area above range and remove equipment and food items to their proper places.
- Weekly – Remove burner covers and clean in 3-compartment sink.
Extinguish pilot lights.
Wipe down burners and other surfaces including back-splash.
Remove and clean drip pan under burners.
Reassemble range-top, re-light pilots.

17. Char-broiler

- Daily – Clean grates with wire brush.
Clean all other surfaces with all-purpose polish.
- Weekly – Extinguish pilot lights.
Remove all grates and clean in 3-compartment sink.
Clean all other surfaces with all-purpose polish.
Reassemble char-broiler, re-light pilots.
Season grates with cooking oil.

18. Ventilation and Hood

See County Custodial Standards 2009-2010 (attached)

19. Griddle

- Daily – Clean after use by scraping debris off and scrubbing surface with griddle brick.
Clean out drip pan.
- Monthly – Perform a thorough cleaning of surface and sides of griddle.

20. Steam Kettle / Tilt Skillet

- Daily – Clean, rinse and sanitize kettle/skillet surface and lid.
- Monthly – Perform thorough cleaning of base and mechanisms.
Shine exterior with stainless steel polish.

21. Buffalo Chopper / Meat Slicer / Food Cutter

- Daily – Teacher must disassemble, clean, rinse and sanitize all working parts after each food item prepared.
Students 18 years of age and older may use under teacher supervision.
For like food items, machine should be cleaned at least every four hours when continuously used.
Clean base and under machine with all-purpose polish, rinse and sanitize.
- Each Semester –
Inspect machine for maintenance needs.

22. Salamander / Broiler

- Daily – Remove broiler rack and clean in 3-compartment sink.
Scrape drip pan and clean in 3-compartment sink.
Clean exterior surfaces with all-purpose polish.
- Monthly – Extinguish pilot lights and clean interior and exterior surfaces with all-purpose polish.
Reassemble salamander and re-light pilots.

23. Bakery / Deli Case

- Daily – Remove all food items and store in kitchen refrigeration units.
Clean all interior surfaces with all-purpose polish, rinse and sanitize.
Clean all glass surfaces with glass polish or vinegar/water solution.
- Monthly – Clean as above.
Clean, rinse and sanitize all racks and shelving.
Clean all exterior surfaces with an all-purpose polish.
Wipe gaskets down with mineral oil.
Polish with stainless steel polish if appropriate.
- End of Year –
Clean as above, unplug and leave doors open to inhibit mold or mildew.

24. Flambé Cart

- Daily – Clean, rinse and sanitize all removable parts.
Clean all other surfaces with all-purpose polish.
- Monthly – Scrub all surfaces and shine with stainless steel polish as appropriate.
- End of Year –
Check wheels for repair needs.

25. Scales

- Daily – Clean, rinse and sanitize as used, particularly when changing food items.

26. Small Electric Appliances – *These include blenders, food processors, stand mixers, table fryers, woks, waffle irons, portable stoves (may be gas), etc.*

Daily – Clean as used by washing, rinsing and sanitizing removable parts in dish machine or 3-compartment sink.

Clean, rinse and sanitize bases thoroughly according to manufacturer's directions with attention to underneath appliances and cords.

Each Semester-

Inspect appliances for maintenance needs and unplug.

27. Small Wares – *These include wire whisks, stainless steel spoons, graters, ladles, spatulas, measuring cups, measuring spoons, stainless steel bowls, etc.*

Daily – Clean, rinse, sanitize and dry as used and return to proper location.

Leave in place until end of year for storage.

28. Dish and Glass Dollies

Each Semester –

Remove dishes/glassware and clean dollies with an all-purpose polish, rinse and sanitize. Cover with dolly cover.

29. Tabletop Can Opener

Daily – Clean, rinse, and sanitize blade.

Clean table unit with all-purpose polish, rinse and sanitize.

Each Semester –

Unscrew and remove base from table, clean, rinse and sanitize both table and plate. Reassemble.

30. Food Storage Bins

Weekly – Clean outside surfaces and lids.

Monthly – Empty bins and clean, rinse and sanitize inside and outside.

End of Year –

Empty bins and clean, rinse and sanitize inside and outside.

Leave bins empty or wrap with plastic wrap to seal contents.

31. Cutting Boards

Daily – Clean, rinse and sanitize after each use either manually or in dishwasher.

Dry in cutting board racks designed to allow air-flow to prohibit mold and mildew.

32. Kitchen Knives

Daily – Hone knives, clean, rinse and sanitize before each day's use.

Clean, rinse and sanitize after each use. Store in safe location according to Lab situation.

Each 9 weeks –

Sharpen knives and store to best protect edge.

End of Year –

Store knives to prevent damage and/or theft.

33. Dishes, Flatware and Glassware

- Daily – Wash, rinse and sanitize manually or in machine before and after use.
Air-dry before storing on racks or in cabinets.
All items must be cleaned and stored each day not leaving any items dirty in sinks or on counters overnight. Cover with plastic dolly cover.

34. Holding Cabinet

- Daily – Wipe up spills, drain, clean, rinse and sanitize after each use.
- Each Semester –
 - De-lime heating unit, clean walls and doors inside and out.
- Yearly- Plug in on high for one hour using a non-GFI outlet to dry out insulation.

35. Cambro Transports / Ice Caddy / Insulated Beverage Containers

- Daily – Clean, rinse and sanitize inside and out cleaning gaskets and around doors.
Allow units to dry to avoid mold or mildew.

36. Utility Carts / Movable Racks

- Daily – Clean, rinse and sanitize surfaces.
- Monthly – Scrub all surfaces and shine with stainless steel polish.
- Annually – Check wheels for repair needs.

37. Sink and Floor drains

- Weekly - check floor drains and add water every time you mop using the vendor recommended ratio of floor cleaner.
- Quarterly – Remove grates and clean drains and pour in treated water
- Semi-Annually- Pour Treated water into drains

38. Mop Sink

- Daily - Clean rinse and sanitize daily
- Weekly - Clean brooms & dust pan, mops and hang properly