



COMMERCIAL KITCHEN POLICY

CUMC Board of Trustees has adopted the following policies to ensure that basic food sanitation requirements and practices are incorporated into the commercial kitchen per City of Sugar Land ordinances.

1. Representatives of CUMC member groups or other groups authorized by the Kitchen Facility Manger (the "Facility Manger or Facilities Manager) seeking to rent our commercial kitchen should acquire a Facility Request Form from the Facilities Manager or complete online at www.cumcsL.org under Facilities section. You may also download and print the forms for your convenience. The form should be completed and a check for the rental fee attached. Fees are payable in advance. The Commercial Kitchen Rental Form will be completed and signed and left in the Commercial Kitchen upon completion of usage and will be picked up by closing building representative. Any damage or abuse will be reported, recorded and repairs billed.
2. It is the policy of CUMC that general liability insurance (and any other applicable insurance) be maintained by an non-CUMC member groups that names CUMC and its trustees, officer and employees as additional insureds. If the party renting the facility does not provide a Certificate of Insurance at or before the time of rental, the Facilities Manager shall contact the party's insurer or broker by phone to verify that such coverage is in force and effect and the additional insured endorsement is in place before use of the kitchen. If that is not possible, then the Facilities Manager may in his or her discretion grant an exception, and the parties will follow-up as soon as possible to obtain the certificate and/or evidence of coverage. It will be necessary for the Facilities Manager to follow up with the person signing the agreement for this document. Groups renting facilities on an on-going basis need only file this document with CUMC once at the beginning of each calendar year. Insurance verification is not required from church members groups.
3. Financial responsibility for any damage to church kitchen property sustained during the rehearsal, ceremony or reception by anyone involved in the event, guest or participant, is the sole responsibility of the representative renting the facility and whose name is on the Commercial Kitchen Rental Form. The Facilities Manager will bill the respective organization for the cost of repairs resulting from damage to the rooms by any group using the facility.
4. The commercial kitchen will be open on Sunday mornings from 7am to noon to accommodate all Sunday School Classes.
5. Kitchen pantry users: All food in kitchen pantry must be stored 18" above the floor and no more than 12" from the ceiling.
6. Any person using the kitchen will schedule a training with Kitchen Coordinator. This is a one time session.
7. CUMC will maintain someone on staff that has the proper license to operate a Commercial Kitchen within our facilities in the City of Sugar Land.

Commercial Kitchen Operational Policy

1. Begin work with clean hands and adequately restrained hair. Gloves are required when working with food.
2. Do not smoke while working. If you take a break, then wash your hands before returning to work.
3. Keep all foods covered or behind sneeze guards. Lids, plastic wrap, bags, or foil may be used. All food items must remain covered unless being served.
4. Potentially hazardous foods are those foods high in protein that usually come from an animal source. Examples: all meats, salad dressings, milk and egg products. When these foods are served hot, they should be held at temperatures no lower than 140 degrees Fahrenheit. If served cold, they should not exceed a temperature of 45 degrees. Initial cooking of raw meats shall be: hamburger, 155 degrees; pork, 150 degrees; poultry, 165 degrees throughout. Reheated potentially hazardous foods shall reach 165 degrees throughout.
5. Ice to be served in drinks must remain covered and may not have other foods stored in it for chilling. Use a scoop for serving the ice; store the scoop out of the ice on a clean surface. Do not use your hands, cups or glasses for scooping ice.
6. Sugar, catsup and similar foods must be in closed dispensers or in individual packets. Liquid drink dispensers cannot use push-button spigots. Spigots must be of the paddle type, such as found on coffee urns. For soda stored in ice water, water must contain at least 50 ppm chlorine
7. Reusable tableware may be used if it has been washed and sanitized prior to use. Otherwise, use disposable tableware.
8. Store and handle both reusable and disposable tableware so as not to contaminate the areas, which touch food or the consumer's mouth. Pick up utensils by the handle. Open disposable cups from the bottom and handle only the bottom end of the cup.
9. All single-serve items, such as Styrofoam cups, plates, and eating utensils, must be covered either by the original packaging container or an approved dispenser until used.
10. Slow-cooking units such as "crock pots" cannot be used as heating devices. However, they may be used as, hot holding units if cooking or re-heating is first accomplished in a rapid manner, such as electric frying pans, stoves, or ovens, and then transfer to the unit, where the product is to be maintained at 140 degrees or above.
11. Food stands that prepare or extensively handle chicken, fish, bbq, freeze or dispense frozen dessert products, sliced roast beef, pizza's, or handle multiple hazardous food products are to be provided with a three (3) compartment utensil washing/sanitizing sink and hand washing sink.
12. All mil-powdered mixes are prohibited. It is permissible to use a powdered non-dairy frozen dessert mix, provided that consistent acceptable bacteriological sample results are obtained from the frozen mix, and a sign be posted informing customers that a non-dairy product is being served.
13. All frozen poultry products must be thawed in an approved manner prior to low temperature cooking (BBQ pits, etc.).
14. Cooked corn dogs are not to be refrigerated over night and then reheated the next day.
15. All food products are to be made on site or in a commercial food establishment. No home-prepared foods are to be sold. All food products purchased must be from approved or inspected sources.

16. All food products must be adequately protected from dust, etc. while on display.
During fly season, steps must be taken to minimize their presence.
17. All food items must remain covered unless being served.
18. A chemical sanitizer must be used to sanitize utensils and food contact surfaces.
Have three containers set up in this order: a) hot soapy wash water b) hot, clear rinse c) sanitizer water. The chemical most frequently used will be household bleach. It must be present at no less than 50 ppm and no greater than 200 ppm. The utensils and equipment must remain submerged for at least one minute. Only air-drying is allowed.