

## KITCHEN AIDE JOB DESCRIPTIONS

**LAYOUTS:** (assembly of cold food): Wash off tables in preparation for layout and place icepacks into the cold food hampers. Check client list to be sure the count agrees with kitchen and office. **WEAR GLOVES!**

**DIABETIC and REGULAR DIETS:** Bags that are on top of the mats in the stack get placemats. Set labeled placemats on coinciding bags, Bags under the mats don't get mats. Using a push cart, follow instructions on each mat. Bread and butter go into sandwich bags.

Special needs that are sometimes addressed: no milk, no bread, etc. On the top of each bag and placemat, place baggies consisting of 3 slices bread and 1 pat of butter, paying attention to any special instructions on mats to what type of bread, or lack of bread.

**SANDWICH MAKER** (making/packaging daily sandwich fillings): Sheet of sandwich type and numbers will be near the sandwich making station of the kitchen. NYS Health regulations require the use of gloves if food is touched that is not going to be cooked. Prepare filling(s) according to sandwich sheet. Portion according to recipe, using the proper scoop utensil. Place in 4 oz portion cups with lid. Label and special diets. Refrigerate.

**SALAD/DESSERT PREPARATION** (preparing salads or desserts): Find salad sheet in kitchen.. NYS Health regulations require the use of gloves if food is touched that is not going to be cooked. Prepare salad and/or dessert according to the salad or dessert sheet. Portion out the salad and/or dessert into the appropriate container following the portioning instructions on the recipe sheet. Use the proper utensils (measuring cup/scoop for fruits, salads and puddings, evenly cut rectangles for gelatins). Always label and date. **It is critical to change serving utensils when going from leftover canned goods to a new can.**

*Thank you for caring enough to put these rules into practice.*

## VOLUNTEER PROCEEDURES AND TIMELINE

Volunteers arrive between 7:30-8am. They perform their assigned tasks to be completed at 9:45am. Snack Break is taken until 10:15am. Volunteers may enjoy coffee and/or tea along with a snack prepared by the sandwich maker. At 10am the Cold Food assembly takes place. Each client receives a Salad, a Sandwich filling, Dessert, Bread/butter packet, Milk and Frozen juice Cup (doubles as a mini ice pack!). The bags are filled and lined up to the right of the appropriate Cold Hamper. Pack hampers like you are reading a book- start with the upper left corner and work towards the right then go to the next row, left to right. Keep bags upright to prevent spillage. Place route clipboard in blue basket atop cold hamper

At 10:40am the Hot Hampers are taken to the kitchen and lined up on the counter. At 10:45am, hot stones are placed in each of the wooden holders which are latched and sent into the hampers. Taking direction from the Chef, all volunteers assist with serving the hot food items. Hot food must be labeled and sealed before being placed in the Hot Hampers. At 11:10am the hampers are loaded with the hot plates stacked in delivery order starting in the left corner of the hamper. Delivery teams are notified to "Pick Up" by the team leader at 11:15am SHARP. All times- EXCEPT PICK-UP are approximate depending on client load. Pick-up time is only changed w/ Director's permission. All volunteers stay to help with washing any remaining dishes, surfaces and carts- and assist in the proper food cooling/ storage procedures.

EATING AND DRINKING at stations/in food prep areas are prohibited. Beverages and snacks are to be confined to break areas. 14-1.73NYSC

**EMERGENCY.....911**  
**CORNING POLICE.....962-2451**  
**AMBULANCE.....936-4177**

### EMERGENCIES

*Stay calm and evaluate the situation..*

If the person is alert, ask them what they would like done (call an emergency contact, call an ambulance, etc) Without putting them or yourself at risk, do what they ask.

**IF THE SITUATION IS CRITICAL, CALL AN AMBULANCE IMMEDIATELY. EMERGENCY NUMBERS ARE LISTED ON THE WALL IN THE KITCHEN. WHEN CALLING, GIVE THE FOLLOWING INFORMATION:**

- 1)Your name and the fact you're a CMoW volunteer.
- 2)Full address: 1st Methodist Church 144 Cedar St and location in the building (i.e. basement)
- 3)Brief description of the problem

Defibrillator and First Aid Kit are stored in the kitchen cupboard marked with a large blue cross. Do not use equipment unless you are trained.

**WAIT WITH THE PERSON UNTIL HELP ARRIVES.**

MAKE NO STATEMENT TO THE MEDIA OTHER THAN THE FOLLOWING "PRELIMINARY STATEMENT"

Refer all media inquiries (press, radio, television) to the Director.

**PRELIMINARY STATEMENT TO BE RELEASED TO MEDIA UNTIL THE FACTS ARE KNOWN**

OUR MISSION IS TO BRING HOME-DELIVERED MEALS TO THE FRAIL, HOMEBOUND ELDERLY AND DISABLED SERVED BY OUR PROGRAM. WE CARE ABOUT THE PEOPLE INVOLVED IN THIS UNFORTUNATE SITUATION AND WE WANT TO GIVE YOU CURRENT AND ACCURATE INFORMATION. WE WILL HAVE IT FOR YOU VERY QUICKLY. AN OFFICIAL SPOKESPERSON WILL BE DESIGNATED AND WILL BE AVAILABLE SHORTLY.



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CORNING, NY 14830

(607)962-7985

www.cmowheels.com

cmowheels@aol.com



**Community Partner**

**-CMoW MISSION STATEMENT-**  
To provide nutritionally balanced meals to the elderly, homebound and frail of the Greater Corning-Painted Post area, who are unable to prepare or obtain meals for themselves.

Corning Meals on Wheels Inc. is:  
A United Way Agency and an affiliate of the NYS  
Office for Aging, Administration on Aging and the  
Steuben County Office for Aging.

## NYS HEALTH LAWS & BASIC SANITATION GUIDELINES

Since our stated purpose is producing meals for distribution to the public– in most cases to frail individuals or those with weakened immune systems– it is REQUIRED that we strictly follow the regulations and recommendations of the NYS Health Department.

### PERSONNEL

*Employees are to maintain a high degree of personal cleanliness and are to conform to good hygienic practices when working in food service establishments. 14-1.7NYS Code*

**1) ILLNESS:** No person may report to work who is infected with a disease in communicable form capable of transmission by food; who is otherwise a carrier of organisms that cause such disease; or while afflicted with a boil or infected wound on hands or face. If you feel sick to your stomach, have been vomiting, have diarrhea, a sore throat, or even a cold-stay home. 14-1.70NYS

**2) NO SMOKING** or tobacco of any form is allowed in the building. 14-1.72NYS

**3) WASH HANDS\*** and exposed areas of arms thoroughly with soap and warm water before starting work, and as often as may be necessary to remove soil and contamination. Thereafter, employees are to wash hands thoroughly after using the toilet, smoking, sneezing, coughing, eating, drinking, touching their face/hair or otherwise soiling their hands before returning to work. Employees are to keep their fingernails clean and neatly trimmed. (No fingernail polish) **\*Proper Handwashing technique:** Vigorously rub together the surfaces of your lathered hands and arms at least 20 seconds followed by a thorough rinsing with clean water. 14-1.71NYS

**4) GLOVES** must be worn whenever preparing or serving foods that are not going to be processed further before reaching clients. This rule is extended to include foods being served with utensils, i.e. making/serving gelatin, preparing sandwich filling, peeling hardboiled eggs; serving on hot line because of the high incidence of accidental contact. Gloves must be kept in an easily accessible location on the counters. We have vinyl powder-free gloves for those with sensitive skin. **As this is a health requirement, there can be no exceptions.** Alternate volunteer positions may be available for those who have adverse reactions to gloves. 14-1.80NYS

**5) HAIR** must be tied back securely and off the shoulders to minimize hair contact with hands, food and food-contact surfaces. 14-1.72NYS

### FOOD PREP/STORAGE REQUIREMENTS

#### **REFRIGERATION PRACTICES**

*Foods requiring refrigeration must be cooled so that every part of the product is reduced from 120F to 70F within 2 hours and to 45F or below within four additional hours. 14-1.40NYS*

**1) LEFT-OVERS. QUICK COOL DOWN OF FOODS IS DONE BY CREATING A TOP SHELF IN THE SHEETPAN RACK BAY OF THE LEFT OF THE REACH-IN COOLER.** Immediately after serving, leftover foods from the hot line must be placed in shallow pans no deeper than 4" and placed on THIS TOP SHELF UNCOVERED– NO EXCEPTIONS, NO SHORT CUTS. The Chef is responsible for transferring properly chilled leftovers to other labeled/dated containers and transferring to secured cooler.

**2) DO NOT MOVE COOLER THERMOMETERS** they must be visible at all times.

**3) DO NOT SHIFT ITEMS FROM SHELF TO SHELF IN COOLERS,** particularly eggs and raw meats which must always remain on the bottom shelves– always ask the Chef first. Store all uncooked meats on shelves below finished products to prevent accidental dripping. DO NOT store foods on the floor.

**4)** Promptly store refrigerated foods upon delivery.

**5)** Raw fruits and vegetables must be thoroughly washed with potable water before using.

**6)** Unless potentially hazardous foods such as meat are going to immediately be transferred to conventional cooking facilities as part of a continuous cooking process– or when the entire cooking process takes place in the microwave, **thawing of foods is to take place under refrigeration not to exceed 45F** (in other words NO USING MICROWAVE TO THAW SANDWICH MEATS!) 14-1.86NYS

**7) All ingredients must be refrigerated** for salad and sandwich spreads before mixing, i.e. tuna and mayo for tuna salad; potatoes, eggs and mayo for potato salad. Chill salad ingredients before salads are being prepared. Cold ingredients are easier to peel and cut. Pre-Cooling will inhibit bacterial growth during preparation, and the desired cold temperatures will be reached faster when the prepared salads are stored in the refrigerator before serving.

### FOOD PREP/STORAGE REQUIREMENTS (continued)

#### **FROZEN STORAGE PRACTICES**

1) Promptly store frozen food in the freezer.

2) Cover and wrap all food carefully to prevent freezer burn.

3) Do not intermix raw meats with ready to eat frozen foods.

4) Rotate inventory on a "first in-first out" basis.

#### **DRY STORAGE PRACTICES**

1) Store products at least 6" off the floor, NEVER ON THE FLOOR

2) No storage under exposed sewer/water lines or next to damp walls

3) Store poisonous materials & detergents away from food supplies.

4) Store all opened packages of food in closed labeled containers.

5) Rotate inventory on a "first in-first out" basis.

#### **CANNED GOODS:**

-Wipe off lids with sanitizing cloth before opening

-Don't use cans with a dent in the seam, or if it's bulging

-Refrigerate leftovers immediately <special rules for hot foods>

-Date and label all containers placed in cooler/freezer

#### EQUIPMENT/UTENSILS/CLEANING

**1) CLEAN AS YOU GO,** don't amass a mess. **WIPING CLOTHS** used for food spills on kitchenware and food surfaces of equipments are to be used only for this purpose. They are to be stored in a sanitizing solution between uses. Keep are around garbage chute sanitized and run rubber collar through machine at shift's end.

**2) All NON-IMMERSABLE EQUIPMENT** such as the mixers, large food chopper, microwave, wooden chopping boards & the countertops they rest upon are to be THOROUGHLY wiped down with HOT bleach water (1:10 bleach/water ratio) after each use.

**3)** Food-contact **SURFACES** are to be washed, rinsed and sanitized after each use and following any interruption of operations. Can opener must be run through dish machine. 14-1.110NYS

**4) DRYING.** All equipment and utensils are to be air-dried after sanitizing. If you must dry by hand, use disposable paper towel.

**5) HANDWASHING** sink is right basin near the microwave.

**6) CARTS.** Wipe down utility carts before and after each use with bleach water solution. Wash all carts with soap after lunch.

#### SAFETY

(First aid kit in cupboard with yellow First Aid kit Sign on it)

**1) SLOW DOWN!** Do not bustle around the kitchen. Things are sharp, hot and slippery. When using equipment and knives, don't talk and don't look away from what you are doing. BE VOCAL– i.e. whenever you are crossing behind someone announce "BEHIND YOU".

#### **2) KNIVES!**

**A)** When chopping, always place a DAMP towel underneath your board to keep it from sliding. Keep the tip of the knife on the board. The Chef will be happy to show you how to chop safely.

**B)** Never chop directly on the stainless steel counters.

**C)** Use the proper knife for the proper job. Ask.

**D)** Never hand a person a knife blade first!

**E)** Always walk with a knife pointed down at your side.

**F)** Never use a dull knife- ask the chef to sharpen it for you.

**G)** Don't mix knives with utensils in the dishwasher or set in the sink.

**3) ELECTRIC:** Make sure equipment is unplugged before reaching in.

**4) HOT!** Exercise caution around the ovens, burners, pots and pans. Keep pan handles in and oven doors closed.

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**UNABLE TO WORK:** Notify the office ASAP. The answering machine is on 24/7. Try to arrange for your own substitute if possible. No shows, late shows, and last minute cancels severely tax our system.

**CANCELLATIONS:** Tune into WNY-18, WETM-36, and local radio for closings. CMoW closes when Corning-Painted Post School District closes. Do not confuse us with Chemung or Steuben (ProAction) county programs! If in doubt, call.