

Kitchen Orientation for Dhamma Padhāna Course Servers

Welcome to Dhamma service

As a kitchen server on the course you will receive an orientation talk at 7pm on Day Zero. You will be able to ask relevant questions after this meeting. Keep this leaflet throughout your service period and refer to it as often as you feel necessary. It provides essential information and guidelines which you need to follow, whether serving in the kitchen or not.

Food & Personal Hygiene

Always remember that we are serving the public and that premises serving the public are required by law to be clean and well maintained. Also remember that people involved in preparing food for the public are required by law to maintain a high level of personal hygiene at all times. We are subject to food hygiene inspections and the Environmental Health Officer may call unannounced at any time.

- Wash your hands properly and regularly using the dedicated hand wash basin with hot water and antibacterial soap
- Wash your hands every time you return to the kitchen after going to the bathroom, the Dhamma Hall, or your residence, and after eating or drinking, disposing of rubbish and ringing the gong
- Keep your fingernails short and clean, and avoid touching your face, mouth and hair when preparing food
- Always wear one of the supplied caps or hair nets
- If you have long hair you must tie it up and secure tidily inside the cap or net

- Always wear a clean apron. The apron is used to protect food from contamination by your clothes - not to protect your clothes from the food. If you are leaving the kitchen for any reason – whether visiting the bathroom, ringing the gong, taking a meal, or disposing of rubbish, please take it off.
- If you need to taste any food use a clean spoon (if you need a second taste – use another clean spoon)
- Never eat or pick at food whilst preparing food for others
- If you are hungry or thirsty sit and rest in one of the designated server rest areas. You may take a drink in the kitchen when seated in one of these areas, so long as afterwards you wash your hands before continuing to serve
- When eating from a shared dish always use a utensil to serve your self - anything which touches the mouth – fingers, spoons and forks etc., are considered contaminated and therefore must be washed before touching food for others
- If, during the past two weeks, you have been ill, if you are ill now, or if you become ill at any time during your service period, with any of the following sicknesses: diarrhoea; vomiting; infectious skin diseases on the hands, arms or face; discharge from the eyes, gums, mouth or ears, typhoid or paratyphoid, you must stop working in the kitchen and inform the Catering Manager or a Centre Manager *immediately*. **You may be infectious and therefore unsuitable for handling food**
- Keep kitchen & dining room surfaces clean at all times – use antibacterial spray and blue cloths and always follow the cleaning schedules
- Never mix food surface and floor cleaning equipment
- The kitchen & dining rooms are a blue zone – use only blue cloths, blue rubber gloves and blue cleaning buckets

- Hats, aprons, tea towels & dish cloths should be changed regularly throughout the day, and washed on a hot wash every evening. Mop heads must be washed separately
- Food should never be left uncovered – use cling film or hard lids where possible – never use tea towels to cover food in any situation
- Check and record the fridge temperature once a day, and report any anomalies to the Catering Manager or a Centre Manager

Leftover Food

As an organisation serving the public we have a responsibility to ensure that food is fresh and safe to eat. There legal requirements. We ask therefore that you follow these guidelines for students' and well as servers' food:

- Leftovers must never be mixed with fresh food, in any situation
- Leftovers can be reheated once but no more
- When reheating leftover food it must come to a minimum of 75°C – always use the core temperature probe
- After reheating and re-serving, if any food is leftover it should be thrown away
- Leftover food should not be served to students, except on rare occasions, when it should be clearly labelled as “Yesterday's Leftovers”
- Leftover stewed fruit can be served to students as a matter of course
- Never keep leftover porridge – throw it away and adjust the quantity for the following day
- If leftover food is still hot after clearing up it can be cooled in a sink of cold water and put in the fridge as soon as it is cooled
- Before putting leftovers in the fridge, cover and label the container with the day and date of serving
- All leftover food must be thrown out 36 hours after serving fresh
- **Never risk food poisoning – *the rule is if in doubt, throw it out***

If you feel that you are not able to abide by these hygiene regulations it is better to not work in the kitchen - checks will be made on compliance

Health & Safety

- Sharp knives must not go through the dishwasher – please wash them in the sink, and put them back in appropriate place
- Always wear shoes with covered toes in the kitchen, in case you drop hot water or food, heavy or sharp items. Sandals and shoes with holes in are not suitable for working the kitchen – if you do not have suitable shoes please ask and we will aim to provide some for you
- Only use the Robot Coupé stick blender if you have been trained to do so
- When opening tin cans, please remove the top completely
- Do not attempt to lift heavy or bulky items if you do not know the correct lifting position, or if you feel uncomfortable doing so – it is better to ask somebody else to do it for you if you cannot manage
- Keep the kitchen tidy and well organised – do not leave boxes or trolleys lying around where they can be tripped over
- When mopping the floor clearly display the yellow floor cleaning cones or signs
- Keep the kitchen doors and the insect screens closed at all times to prevent pests entering the kitchen. When leaving the kitchen for longer periods – to sit or take rest – close the windows, including those in the dining rooms
- Never feed the birds or other animals, as this attracts rats which pose a health risk – please do not allow students to feed the birds either

First Aid

- **Kitchen** - For simple cuts and scalds, there are plasters and dressings in the first aid box mounted on the wall by the door

- **Cuts or wounds** must be washed and covered with a blue detectable plaster
- **Main First Aid Box** - The main first aid box is located in the office at Dhamma Dipa and we aim to have a qualified first aider on site at all times
- **Accident book** - Please ensure that if you do use any of the contents of the main First Aid box, that the accident book is filled out and the Management informed
- **Medication** - All requests for medication from students and servers – even Paracetamol or throat lozenges – should be referred to the Centre Managers or Assistant Teachers

Fire Precautions

- In the kitchen the fire extinguisher and blanket are mounted on the wall by the cooker
- In the dining room the fire extinguisher is under the counter, beside the students' entrance
- In the event of a fire, everyone should assemble by the main entrance gateway on the boundary with Dhamma Dipa, next to the road

Problems

Working in the kitchen can be challenging, both emotionally and physically. Should a problem arise between you and another server, try to resolve it with the person concerned. The Assistant Teachers are available to support servers as well as students. You can meet with the A.T. at 12 noon for an interview, or, if you want a private meeting at another time, arrange this through the Course Managers

Servers' Meal Times

Please remember that servers always eat after the students have been served. Servers take their meals in the dining rooms after the students have left.

Breakfast	7.15 am – 7.40 am
Lunch	11.45 am – 12:15 pm
Tea	5.00 pm – 5.35 pm

Tea is served in the kitchen and should be eaten seated in one of the designated server rest areas. Maintain segregation and remember to wash your hands before continuing to serve

***If you have any problems with these guidelines, please speak to the
Catering Manager, a Centre Manager or an Assistant Teacher***

May you all benefit from your Dhamma service
May all beings be happy!