

Sunday Meal Packaging Guide

START

- Meet with Cooking Shift Captains to confirm where pans are located in the Talmage kitchen cooler and how many pans of each item we have. Confirm if soups or sides were also made during the Preservation shift.
- Cooking Shift Captains will hand off the HACCP form, making note of any final temperatures that are above 70°. Temps would be above 70° if something just came out of the oven.

PACKAGING FOOD

- **Basic Hygiene Practices**
 - Put on a hair net or hat.
 - Remove all hand/wrist jewelry. Wash hands thoroughly with warm water up to the wrists for about 20 seconds. Dry using a single-use paper towel and put on latex gloves.
 - Sanitize all surfaces you will be using.
- **Setup**
 - Bring up a large shopping cart from downstairs (usually under the stairwell) and place it at the end of the workstation (the side of the prep station island that does not have a sink).
 - Greet any volunteers in the lobby. Have volunteers put on hair nets/hats, wash hands, and put on gloves in the kitchen. Check volunteers into their shifts on GivePulse.
 - Check the Sunday Packaging binder to see how many clamshells and soup containers you need and which foods to put into them.
 - Clean clamshells are located in the upstairs kitchen storage area, unless otherwise noted.
 - Sunday Cooking shift also cleans clamshells for weekday packaging. As a last resort for clean clamshells, you may check if they are still drying near the dishwasher.
 - Grab one pan of each food item and line them up on the workstation.
- **Labeling Clamshells**
 - Find Sunday Cooking labels in the Packaging binder. These labels are 30 a sheet and dissolvable, and they have a use-by date of the upcoming Friday. Do not confuse them with Monday Cooking labels (which are paper).
 - Count the number of clean clamshells/containers you need in kitchen storage, then have volunteers place labels on the top center part of the lid (clear side). If you know the protein for the week's meal (e.g. all chicken), then the volunteer can circle the protein before labeling each clamshells.
- **Handling Food**
 - If desired/necessary, use a clean utensil to help transfer food to clamshells. Otherwise, use gloves. *Be sure to always wear clean gloves when handling food!*
 - Assess how many pans of each item you have. Fill clamshells with the appropriate amount

of each item (typically around a handful of each item) and close.

- Sunday night meals contain two veggie and two protein servings.
- Circle on each label the type of protein provided (if you have not already done so), then place the clamshells into the shopping cart.
- Once clamshells are all packaged, place them temporarily in the downstairs freezer to continue cooling. Limit the amount of time the cart spends in the freezer to 20 minutes to avoid damaging food dishes that do not freeze well, like salads.

CLEANING AND SANITIZING

Sunday Packaging is the last shift in the kitchen, and is responsible for closing the kitchen. The tasks below will vary each week depending on the work that Cooking was able to do.

- **Washing Clamshells**
 - If there are clamshells drying left by the Cooking shift, have a few volunteers dry clamshells using towel rags that are located in the bin underneath the radio (see **USING AUTOMATIC DISHWASHER**).
- **Using the 4-Compartment Sink**
 - About halfway through your shift, prep the sink with hot water and appropriate sanitizer and soap solutions, if the sinks are not already filled from Cooking.

Compartment #	Use	How to Prep
First (from left)	Soak: Used for baked-on grease, items can soak here as long as you need. This water will get dirty first.	Fill sink slightly over half full with hot water and run detergent pump (the larger pump) for 1 minute in the sink during fill-up.
Second	Wash: Scrub all dishes with a sponge.	Fill sink slightly over half full with hot water and run detergent pump (the larger pump) for 1 minute in the sink during fill-up.
Third	Rinse: Dunk dishes in clean water.	Fill sink slightly over half full with hot water ONLY.
Fourth	Sanitize: Soak rinsed items for 30 seconds in chemical solution.	Fill sink slightly UNDER half full with ONLY the sanitizer pump (the smaller one).

- As you replace empty pans with full ones from the cooler, place dirty pans by the dishwasher to wash. If there are volunteers to help clean, you can send pans through the washing process throughout the shift rather than all at the end of the shift. Throw away any other packaging (foil, plastic wrap, etc.).
- Take pans to wash in the 4-compartment sink, unless the industrial washer is powered on and available (see **USING AUTOMATIC WASHER**). Spray off any debris before washing.
- Leave dishes to air-dry or dry using towel rags (located in the bin underneath the radio). If there are no clean rags available, check the supply closet opposite the upstairs dry storage.
- New volunteers will need help knowing where dishes and utensils need to be stored.

- **Using the Automatic Dishwasher**

- Prep the dishwasher machine by first closing the drain located on the inside of the washer. Switch on the machine using the button on the top of the machine. Immediately after turning it on, hit the autofill button.
 - **Note:** If you do not hit the autofill button after turning it on, the coils will heat up without any water and the machine will begin to smoke. Do not break their machine this way, or you are going to have a bad day!
- Use the spray faucet and brushes to remove food scraps from containers.
- Stack pans/clamshells in a dishwashing rack, then move it into the machine. To start the cycle, lower the side doors and listen for a click.
- Do not open the side doors until the cycle light turns off. Keep your face away from the machine as you open the doors -- the steam is hot and can burn.
- You must wash your hands prior to handling clean dishes or drying dishes.
- Clean rags can be used for drying clamshells. Rags are located in the bin underneath the radio. If there are no clean rags here, check the supply closet opposite the upstairs dry storage.
- Clean pans and clamshells that belong to CKUGA are stored in the back corner of the dry storage room at Talmage.

- **Final Cleanup**

- Wipe down and sanitize all the work surfaces using a cloth and sanitizing solution or sanitizing wipes.
- Make sure sinks are clean of any food residues (e.g. meat juice, produce, etc.).
- Take out trash if necessary and replace trash bag. The garbage dumpster is located outside the kitchen door near the loading station to the left. *Be sure to prop the door so you are not locked out!*
- Break down and recycle any boxes, plastic containers and other recyclables. The recyclables dumpster is located outside the kitchen door to the right.
- Sweep and mop the areas you used in the kitchen.

1st - Pick up non-slip floor mats.
2nd - Sweep floor.
3rd - Mop (mop and bucket is located at the end of the cooler/freezer hallway). Fill bucket with Wash-N-Walk solution. Often times, you may use the filled bucket prepared by the Talmage staff.
4th - Speed up the drying of the floors by placing the floor fan over the mopped area.
5th - Once mostly dry, replace non-slip floor mats.

- Make sure the dishwashing station is clean, sinks are drained, food is cleared out, surfaces are wiped down, and trash cans are empty. For the automatic dishwasher, TURN OFF THE MACHINE BEFORE DRAINING IT.
- Return all items that were brought upstairs back to the CKUGA area downstairs.
 - Exceptions: cleaned clamshells, pans and lids -- these are stored in the upstairs storage room.

FINISHING UP

- Thank volunteers for their time! You can either send volunteers home once most of the kitchen space is clean, or have the volunteers help you bring things downstairs.
- Shift Captains and volunteers may take one item home as a 'thank you' for their service. No one should be taking more than that.
- Go back down the cooler/freezer and take the final temperature of each item in one clamshell or container. Record on the HACCP form. If temps are 70° or below, move all clamshells to the cooler for storage. If they are not at or below 70°, let them sit in the freezer until they do and then move them into the cooler.
 - Discard any foods still above 70° after two hours from when it was cooked. If there are significant issues with temperature and there is any loss involved, notify an intern or staff member.
- Once clamshells are at temperature, take them out of the shopping cart and spread them out as much as possible in a single layer on the shelves. Use our three-tiered cart for more space if possible. (Clamshells will better maintain a 41° temperature into the next day if they are not stacked overnight).
- Once soup containers are at temperature, store them on the front right side of the freezer.
- Return all items that you brought from downstairs back to the CKUGA area in the receiving room, return shopping cart to stairwell, etc.
- Clear out the downstairs trash/recycling bins. Break down any boxes and take them to recycling dumpster at the other end of the downstairs parking lot. Make sure our area is clean, tidy and compacted to our corner.
- Lock the cooler and close the outside receiving door when you are finished.

FAQs

- What should I do with food left over from cooking?
 - *Repan, label and freeze any leftovers into disposable aluminum trays (found in our kitchen storage space). **Make sure that the pans are labeled with the name of the food item, number of servings, the date made, and the date frozen.***