Volunteers – Kitchen

**POLICY/APPROACH:**

Volunteers in the kitchen must follow sanitation rules under the guidance of Food Service Staff.

**PROCEDURES:**

1. Volunteers in the kitchen are under the direct supervision of Food Service Staff. Food Service Staff are responsible for the safety and sanitation practices of the volunteer. Food Service Staff are responsible for training staff and volunteers who work in the kitchen.

2. Wash hands often; see Hygiene - Hand Washing Procedure.

3. Use disposable tissues for coughs, sneezes or blowing nose. Wash hands immediately afterward.

4. Hair shall be effectively restrained to prevent the contamination of food or contact surfaces.

5. Closed-toed shoes with non-skid soles must be worn.

6. Food shall only be consumed in designated areas.

7. Silverware or dishes dropped on the floor are considered dirty. They must be sanitized before use.

8. All food that falls on the floor will be thrown away.

9. Gloves are to be worn when handling high risk foods and food that will not be cooked before serving. Gloves need to be changed each time another surface is touched.

10. Always use the appropriate cutting boards, not countertops when cutting food.

11. Volunteers may not diaper a baby or child during the time they are in the kitchen volunteering.