

## ***Whitefriars Sailing Club – Kitchen Use - Questions and Answers***

**1. Does the Food Hygiene Rating mean we all have to pass a training course to use the kitchen?**

No, there is no requirement to attend a food safety training course to use the kitchen or to do a kitchen duty. However if you want to get more involved in the catering side of the kitchen then it is recommended that you to take a level 2 food hygiene course (takes about 4 hours on-line). The Club will pay for you to take this course.

**2. What exactly is kitchen duty and how is that different from catering duty?**

Kitchen duty is the regular, scheduled duty (eg. Sunday race days) providing light snacks and serving foodstuffs and drinks as necessary. For larger events where hot & cold meals are provided (such as open events) additional help will be needed with cooking and serving. The organisers of the events will be responsible to find additional help for this work from the event attendees or supporters (hence “catering duty”). Those on kitchen duty would be expected to help as necessary during these larger events.

**3. What are the Kitchen Operating Procedures and Log Sheets?**

The Kitchen Operating Procedures are a step-by-step set of simple procedures for you to follow for opening, using and closing the kitchen, so that the necessary steps are taken and done consistently. If you are on kitchen duty then you are required to complete a log sheet to say that these steps have been completed (these log sheets are reviewed monthly). It also includes a self-declaration to say that you are in good health and that you have had some level of food safety instruction or training.

**4. When do we have to follow the procedures and fill in the log sheets?**

If food is being prepared and/or served in the kitchen for sale to members and visitors (including the sale of home-made cakes) then the kitchen operating procedures have to be followed and the log sheets completed. This does not apply if the kitchen is only being used for personal food preparation or only pre-packaged confectionary snacks are being sold.

**5. Why do we have to fill out log sheets?**

The log sheets record that the procedures and house rules have been followed correctly. A monthly internal review of the log sheets by either the catering manager or the food safety manager will check to see if any issues have occurred or anything needs fixing. Wiltshire Food Safety will expect to see these completed log sheets and reviews during the or next inspection.

**6. Do I have to watch a training video before using the kitchen?**

In order to make sure everyone using kitchen for food preparation has the appropriate level of food safety awareness, we ask that either members have a discussion with one of the catering team about safe food preparation or watch a training video on food safety, unless they already hold a food safety certificate.

DVDs are available in the Log Sheet folder and can be viewed using the DVD player at the club or the same training can be viewed online at [www.sfbtraining.co.uk](http://www.sfbtraining.co.uk) (select staff/catering section from the sub-menu). The full section takes 22 minutes to watch but it is modular so you can select appropriate sections. The most important section to view is that on cross-contamination.

**7. I have heard that we have some Kitchen ‘House Rules’, what are these?**

The Kitchen ‘House Rules’ relate to event catering, members’ training, kitchen maintenance (including cleaning and pest control), however some elements of the House Rules are included in the Kitchen Procedures log sheets and therefore the House Rules are not required reading for normal Kitchen Duty. The complete set of WSC House Rules can be found in the Food Safety Management System (FSMS) folder.

**8. Do I have to wear a hat when cooking?**

No. When catering, the majority of professional cooks will wear some sort of chef's hat as this helps prevent any loose hairs falling into food being prepared (food contamination). We do not currently supply chef's hats due to the personal hygiene issues from sharing hats, however we do ask that long hair be tied back. We will continue to review this policy.

**9. Do I have to wear vinyl gloves when cooking?**

No, you do not need to wear vinyl gloves when cooking. We provide these vinyl gloves for those who wish to wear gloves for a particular stage in the cooking (example: preparing raw chiles!) or for those who have a skin complaint, cuts or abrasions on their hands. Wearing vinyl gloves does not remove the risk of cross-contamination to ready-to-eat foods from handling raw meat!

**10. Do I have to wear overalls or an apron?**

We provide both aprons and chef's overall/whites to protect your usual clothing as well as helping to prevent contamination of food being prepared. On a normal kitchen duty when preparing hot snacks or simple meals, then please wear an apron. If catering for large numbers, such as an open event, then please wear a chef's overall/whites. If the aprons and/or overalls are messy at the end of the day we would ask you to take them home for cleaning and then return them to the club.

**11. Do I need to change out of my sailing gear before I can use the kitchen?**

If the kitchen is not being used for Club food preparation or catering then yes, you can go into the kitchen to use the facilities for personal food preparation without changing out of your sailing gear, however we would ask you to thoroughly clean the appliances, surfaces and floor after use so that the kitchen is clean for the next time it is used.

If the kitchen is being used for Club food preparation or catering please do not enter the kitchen area wearing your sailing gear. Please ask a member on kitchen duty to prepare the food for you in these circumstances. The self-service teabar is considered to be outside the kitchen area.

Please note that the lake water and various animal/bird excrement that inevitably will be on your sailing gear and shoes, are a serious food safety hazard. We would recommend that you change out of your sailing gear if you are preparing food for yourself in the kitchen.

**12. Who is allowed into the kitchen area?**

If the kitchen is being used for Club food preparation or catering, only members on kitchen or catering duty should be present in the kitchen area. If you need something handed to you or put away, please ask.

**13. Can I use the kitchen to cook my own food?**

Yes, the kitchen can be used for preparing and cooking your own food, but only if the kitchen is not being used by members on kitchen or catering duty to prepare food on behalf of the Club or for event catering. This is to avoid the risk of cross-contamination and overcrowding.

**14. Can I still use a club BBQ?**

We will make one of the BBQs available for members' use, with the other being retained for Club use. Please clean the BBQ after use. As cooking on BBQs carries a higher risk of cross-contamination and under-cooked food, it is recommended that you consider using the kitchen cooker to pre-cook raw meats.

**15. Can we still bring in home-made cakes for sale?**

Yes please! Home-made cakes and other home-prepared foods to sell over on the day are very welcome but we would ask you to complete a simple food declaration form (to be found in the Log Sheets folder) which just asks about preparation and ingredients. Costs can be reclaimed from the takings.

**16. Is tea and coffee still free for those on duties?**

Yes, those on official duties or working on behalf of the club are entitled to free tea and coffee whilst undertaking those duties. Note that the Junior training sessions include free hot drinks for the participants (usually hot chocolate for which Juniors have additional supplies in the Juniors' wall cupboard)

**17. Is food free for those on duties?**

No, food (confectionary snacks) has never been free for those on duties, so food (hot snacks, meals etc) are also not free, with one exception. When hot meals are being provided for a scheduled training course, then a free meal is available for the course instructors.

**18. Where is the money kept and what do we do with monies collected?**

The float (about £10 in loose change) is kept in the Janitor cupboard in the staff area. The janitor cupboard should be unlocked and kept open during kitchen use . At the end of the day, any monies over and above the £10 float amount should be posted into the slot in the top of the safe (money bags not required) along with a cash receipt including your name, date and amount, having deducted any money spent on supplies

**19. How much do we charge for food?**

Prices will depend on what is being provided. For confectionary snacks, you should find a pricelist standing on the counter. If you are asked to prepare hot snacks etc, then you will be advised on recipes, ingredients and prices.

**20. Does it matter if I use the wrong coloured knife and chopping board?**

Using different coloured knives and chopping boards for different foodstuffs is considered good practice in the catering industry as it helps minimise the risk of cross-contamination from raw foods. The colour-scheme we have adopted is the most widely used and so should help avoid confusion. If you use the wrong coloured board or knife there is a risk that someone else in the kitchen will use the knife or board for the correct purpose and so cross-contaminate foods. Please use the indicated scheme, even if it means you have to wash an item before it can be used.

**21. What sort of food will be available and when?**

Initially we will aim to provide hot snacks on Sundays during racing. When Club or Open events are happening then a hot meal service will available depending on the requirements of the organisers. If there is sufficient demand and kitchen help then we may increase the availability of hot meals on Sundays and the snacks to other days. Obviously if an event is happening, it is expected that a lot of meals will be required all at once, for example, between races. It is expected that members and visitors requiring hot meals will order these (and ideally pay at the same time) before going on the water, so that those who are catering know how many meals to prepare.

**22. What cooking will I be expected to do on kitchen duty?**

At the moment we expect those on kitchen duty to be preparing light snacks such as soup, bacon sandwiches or toasted cheese sandwiches and providing help to those who may need it. In addition, if there is a Club catering event happening then those on kitchen duty will be expected to help those involved in catering, in which case further guidance will be given.

**23. What if the coffee and tea are running low in the self-serve area?**

Additional supplies are kept in the wall cupboard at the opposite end of the kitchen from the staff area, along with the confectionary snacks. Further stores are held in the locked bulk store cupboard. A list of who has keys to the bulk store cupboard is posted on the door.

**24. What food will I need to buy**

You will still need to buy enough milk for teas and coffees (4-6 pints is usually enough on busy days), but possibly also bread or bread rolls for making hot snacks. If you are required to buy bread you will be contacted by someone from the catering committee. The rest of the ingredients will be available either in the cupboards, fridges or freezer.

**25. How do I turn on the heating in the kitchen area and wet room?**

The heating has a boost button on the wall on the right just as you enter the kitchen. Press this once and the red boost “high” LED will flash. The heating will then come on for approximately one hour after which you will need to press the button again. Instructions are on the wall beside the control. Note that pressing the button more than once does not turn the heating on for longer. The heating is intended to provide background heating, not ‘living room’ temperatures. Please do not under any circumstances change the settings on the boiler.

**26. Where can I find more information?**

There is more information posted on the Club website under catering

**27. I have never catered for a large number of people before, help....**

Contact any member of the catering sub-committee or email [catering@whitefriarscc.org](mailto:catering@whitefriarscc.org)

**28. Who can I call on if I have a question or am unsure about something?**

Contact any member of the catering sub-committee or email [catering@whitefriarscc.org](mailto:catering@whitefriarscc.org)

**29. I have a suggestion for the kitchen, who can I talk to?**

Talk to Steve James, Tim Hopes or Al Baird or email [catering@whitefriarscc.org](mailto:catering@whitefriarscc.org)

Tim Hopes – Commodore & Food Safety Advisor

Steve James – Catering Manager

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