Kitchen Manual

YFNED Nutrition Program

yfned YUKON FIRST NATION EDUCATION DIRECTORATE

yfned NUTRITION PROGRAM

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This manual also exists in digital format. The urban nutrition coordinator and team leads of the YFNED Nutrition Program will make changes to the manual as needed. If you have suggestions for edits or information to add to this manual, contact one of the above noted employees directly.

This manual was last updated January 2024.


NUTRITION
PROGRAM

Introduction

What we do

The Yukon First Nation Education Directorate (YFNED) Nutrition Program is funded through Jordan's Principle and provides equitable and healthy food to all Indigenous children aged 0 to 18 residing in the Yukon. Through our rural and urban programs, we provide in-school meal services, food hampers, family feasts and other nutritional supports to Indigenous families. The Nutrition Program also promotes healthy traditional food practices such as seasonal harvesting, preservation and meal preparation.

Where we do it

The YFNED Nutrition Program is delivered in Yukon communities out of schools, daycares, community centres and other kitchen facilities.

How we do it

The Cache kitchen at 305 Strickland Street in Whitehorse is the hub of the urban nutrition program for the YFNED cooks. The urban nutrition coordinator has a desk at the Cache kitchen location; however, coordination and administration of the nutrition program for Whitehorse is primarily out of the main YFNED office.

Why we do it

Jordan's Principle ensures all First Nations children can access the products, services and supports they need, when they need them.

Jordan's Principle is named in honour of Jordan River Anderson, a young boy from the Norway House Cree Nation in Manitoba. Jordan was born with a rare medical condition which kept him in hospital for the first years of his life. Although he was recommended for discharge, the provincial and federal governments would not agree who would pay for his out-of-hospital care, a benefit available to most non-Aboriginal children. He passed away at age five in hospital, never experiencing life outside of a hospital setting.

In 2007, the House of Commons passed Jordan's Principle in memory of Jordan. It was a commitment that First Nations children would get the products, services and supports they need, when they need them. Payments would be worked out later.

Today, Jordan's Principle is a legal obligation, which means it has no end date. While programs and initiatives to support it may only exist for short periods of time, Jordan's Principle will always be there. Jordan's Principle will support First Nations children for generations to come.

This is the legacy of Jordan River Anderson.

How to use this manual

This manual is an overview of YFNED Nutrition Program kitchen policies and procedures. It is not meant to replace proper Food Safe, Hazard Analysis Critical Control Point (HACCP), the Workplace Hazardous Materials Information System (WHMIS) and other food handling training.

Policies

Polices within this manual are created from national regulations that all food service workers must follow. These regulations are taken directly from the Canadian Food Retail and Food Services Code February 2016 edition, government approved Food Handler certification, HACCP, WHMIS and Yukon Environmental Health regulations. You must not deviate from the policies as described in this manual — these regulations are in place for your safety and the safety of the children eating the foods you prepare for them. You will see throughout this manual the regulation reference beside each policy e.g.,[1] so you may look up that regulation and read it in full if you have further questions.

Procedures

Procedures within this manual describe how the YFNED Nutrition Program is safely carried out and delivered from the Cache kitchen at 305 Strickland Street. Procedures are systems we have developed that fit our workplace so everyone carries out the duties in the same manner. Many of our kitchen procedures are developed through modelling national regulations. The procedures outlined in this manual may differ slightly at the location where you work. Adopt procedures from this manual that suit your location and help you and your coworkers carry out your food service duties.

If you are unsure what is a policy and what is a procedure, ask the urban nutrition coordinator or your team lead.

Your supervisor and coworkers work with you to deliver safe, nutritious food to our community. We appreciate you and your efforts to do the same.

If you have questions, please ask your supervisor and coworkers.

[1] Section 5.8, Food Retail and Food Services Code amended edition February 2016

Getting started

Welcome to the Nutrition Program! We are thankful to have you involved. The energy and knowledge you bring to us are valued and important. We are here to learn from each other and work as a team, no matter how much or how little experience we each have. If you are positive, open to learning and doing your best, you will enrich this program and help keep it a success.

In this manual, you will find a breakdown of:

- How to carry out your job
- Where items are located
- Expectations for conduct
- Where to find information when you need it
- An overview of safe food handling procedures and policies.

Included in the back of this manual are pages for you to make notes. This manual is yours to use while employed with the YFNED Nutrition Program.

Who do I ask?

Ask the urban nutrition coordinator, team lead, coworkers or an administration assistant. Some common questions and answers are:

1. **Need a new piece of uniform?**
   Ask the urban nutrition coordinator.
2. **Questions about your pay cheque or tax forms?**
   Contact the urban nutrition coordinator.
3. **Questions about a recipe?**
   Ask your coworkers, team lead or the urban nutrition coordinator.
4. **Questions about how to operate a piece of kitchen equipment?**
   Ask your coworkers, team lead or supervisor and read the operating manual for that device for safe operation instructions.
5. **Have a new idea for a menu item?**
   Discuss it at the weekly menu/meal planning meeting with your coworkers and team lead.
6. **Not sure where something belongs once you are finished using it?**
   Ask your coworkers or team lead.
7. **Need to change your shift?**
   Contact the urban nutrition coordinator.
8. **Having a conflict with a team member?**
   First, breathe. Think about what you want to say and then speak directly to that person in a calm, respectful way. If you can't resolve the conflict together, then speak to the urban nutrition coordinator and ask for guidance.

Hygiene

Delivering safe, healthy food is the priority of the YFNED Nutrition Program. You are responsible for your personal hygiene.

Rules for hygiene and dress code

Clothing/Uniform

- Clean uniforms and hair coverings are mandatory when you are working in our kitchens. Most of us have pets at home and their hair gets onto our clothes. We do not want animal or human hair in our food.[1]
- Chef jackets and other uniform items (apron, hat, chef pants, outdoor jacket) are issued to you upon hiring which have the YFNED Nutrition Program logo on them. You are representing the YFNED Nutrition Program when you are out in public for work purposes, so wear your uniform proudly and conduct yourself professionally. There is a guide to help you answer questions about the Nutrition Program at the end of this manual called "Communication Guide for Cooks."
- Do not wear your chef jacket home. We have a washing and drying machine onsite. Uniforms are cleaned and kept at work. You are responsible for ensuring your chef jacket is cleaned regularly.
- If you choose to wear your own clothes (street clothes), they must be plain with no branding/graphics, have sleeves that cover the shoulder and bicep (t-shirts are okay, muscle shirts are not) and be flame-resistant (no nylon or other highly flammable material).
- No shorts are allowed. Pants must be full-length to your ankles. Chef pants are flame resistant and safer to wear in the kitchen than street clothes. Dark-coloured or black jeans are acceptable, but chef pants are preferred.

Body

- Shower regularly using soap and fresh potable water.
- Limit the use of heavy perfumes while working.

Hair

- Head coverings are required at all times in the kitchen. The only exception is if you are completely bald.
- Hair nets, beard nets and hats are provided. If you wish to bring your own head covering to wear at work, check first with your supervisor that it is acceptable in our kitchen.
- Your head cover or hair net must cover all your hair, including bangs and ponytail or bun.[2] Hair must be tied back securely (if long enough to fit into an elastic).
- Hair must be covered with a hair net or clean hat.[2]
- Beard and facial hair must be covered with a beard net.[2]
- Hairnets and beard nets are found on the shelf by the Kleenex and pens.

Apron

- Clean aprons are provided in a box on the shelves across from the washer and dryer.
- You are responsible for ensuring your aprons are laundered every day.

[1] Section 5.3, Food Retail and Food Services Code amended edition February 2016
[2] Section 5.4, Food Retail and Food Services Code amended edition February 2016

Footwear/shoes

- Non-slip, closed-toed shoes only.
- Kitchen workers are on their feet for extended periods of time, so wear comfortable shoes that support your feet properly.

Smoking

- Smoking is allowed outside only in a designated area away from the building's fresh air intake.[1]
- Remove your apron before you go outside.
- Wash your hands when you return and before handling any food or equipment.[2]
- Details for taking breaks are found in the YFNED Employee Manual.

Eating/drinking

- No food, drink or chewing gum is allowed in the food service area (includes chewing tobacco). Take a break when you need one and let your coworkers know where you are going.

Jewelry and Watches

- Stud style earrings and facial piercings are allowed.
- If a facial piercing has the potential of falling into food it should be covered with a piece of surgical tape to hold it securely.
- Necklaces, bracelets and drop style earrings are not allowed; these items contaminate food by falling into it.[3]
- Plain bands on fingers are allowed; no rings with jewels, stones, patterning or grooves (bacteria get stuck in those grooves).
- Watches may not be worn while working in a food handling job. There are clocks on the walls in various locations to alert you to the time.[3]

Health

- Do not come to work if you are not feeling well. Refer to the YFNED Employee Manual for the sick leave policy and direction.[4]
- Notify the urban nutrition coordinator as soon as you develop symptoms so your shift can be covered by a coworker.[4]
- A doctor's note/medical professional may be required if you do not show up for work due to illness.
- **Persistent cough:** provided you are not contagious with a virus or bacterial infection, wear a mask while you are preparing, handling and transporting food.
- **Sneezing:** turn away from the food prep area, bring your arm to your face and sneeze into your elbow; wash your hands and elbow after sneezing.

Injury

- Open sores or cuts must be covered with an appropriate, clean bandage.[5]
- The first aid kit is located across from the washer and dryer. A sign is posted beside it, facing the front door.
- Eye wash station is located at the back of the kitchen beside the rear door to the hallway.
- Bandages on hands or wrists must be covered with food-safe gloves or finger cots.[5]
- Injuries at work: report any and all injuries that happen in the workplace to your immediate supervisor regardless of how minor you feel the injury is. Fill out an incident report and submit it to your supervisor as soon as reasonably possible after the incident. See an example of an incident report at the back of this manual. Copies are available in the bottom drawer of the black filing cabinet in the front office area or on SharePoint.

[1] Section 5.5, Food Retail and Food Services Code amended edition February 2016
[2] Section 5.1, Food Retail and Food Services Code amended edition February 2016
[3] Section 5.6, Food Retail and Food Services Code amended edition February 2016
[4] Section 5.7, Food Retail and Food Services Code amended edition February 2016
[5] Section 5.8, Food Retail and Food Services Code amended edition February 2016

Handwashing

- Wash your hands in the designated handwashing sink in the food service area. Follow handwashing procedures as shown on the sign above the sink.[1]
- Wash your hands often and every time after:
  - handling raw meat
  - smoking
  - using the toilet
  - handling paperwork
  - cleaning/janitorial duties
  - washing dishes
  - sneezing, coughing or blowing your nose
  - handling garbage/composting
  - using the phone
  - touching your face
  - touching doorknobs and any other surface

Handwashing procedure

1. Turn on the tap and set the water temperature.
2. Wet hands.
3. Apply soap.
4. Lather soap for 20 seconds minimum — palms, between fingers, thumbs, back of hands, fingertips and nails.
5. Rinse.
6. Dry with a paper towel.
7. Turn off the tap using the paper towel you dried your hands with.
8. Discard the used paper towel in the garbage or compost.

A handwashing sign should be posted in all YFNED kitchens. If one isn't present, it can be found on SharePoint and printed. If you do not have access or are unable to print it, please ask the urban nutrition coordinator or program admin assistant.

Fingernails

- Any person who handles or prepares food is not allowed to wear nail polish, resin or artificial nails.[2]
- Keep fingernails short, trimmed, clean and free of nail polish.
- Nail fungus is contagious and must be covered with a food-safe glove or finger cot at all times when working in the kitchen.

Food handling gloves

- Gloves need to be changed frequently:
  - When changing tasks, e.g., moving from raw to ready-to-eat food.
  - After cleaning or handling chemicals or cleaners.
  - After handling non-food equipment like money or your cell phone.
  - After handling garbage.
  - After blowing your nose or touching your mouth, face, hair or skin.
  - Anytime they become soiled or torn.
- Gloves are not to be reused once removed.
- Gloves are required for food handlers who have cuts, sores or orthopedic devices on their hands.
- Food handlers should avoid contacting exposed ready-to-eat foods with their bare hands and use, as much as practically possible, clean and sanitized utensils such as tongs, spatulas, disposable gloves or other food dispensing apparatus.[3]
- Food-safe disposable gloves are located on the shelves above the worktables. Extra gloves are located in the storage room.
- Gloves are not a replacement for handwashing.

[1] Section 5.1, Food Retail and Food Services Code amended edition February 2016
[2] Section 5.2, Food Retail and Food Services Code amended edition February 2016
[3] Section 3.5.1, Food Retail and Food Services Code amended edition February 2016


ECOLAB
Inferno
KleneFusion

Kitchen etiquette

Visitors

- Only employees or persons involved in food prep and handling are permitted in food prep areas.
- Children shall not be allowed in the food preparation area.
- Access to food preparation areas should be restricted to designated food handlers.
- If a visitor must enter the food preparation area (e.g., service technician or advisor) they must observe the same hygiene and dress code as food handlers, including hand washing and hair restraint policies.[1]

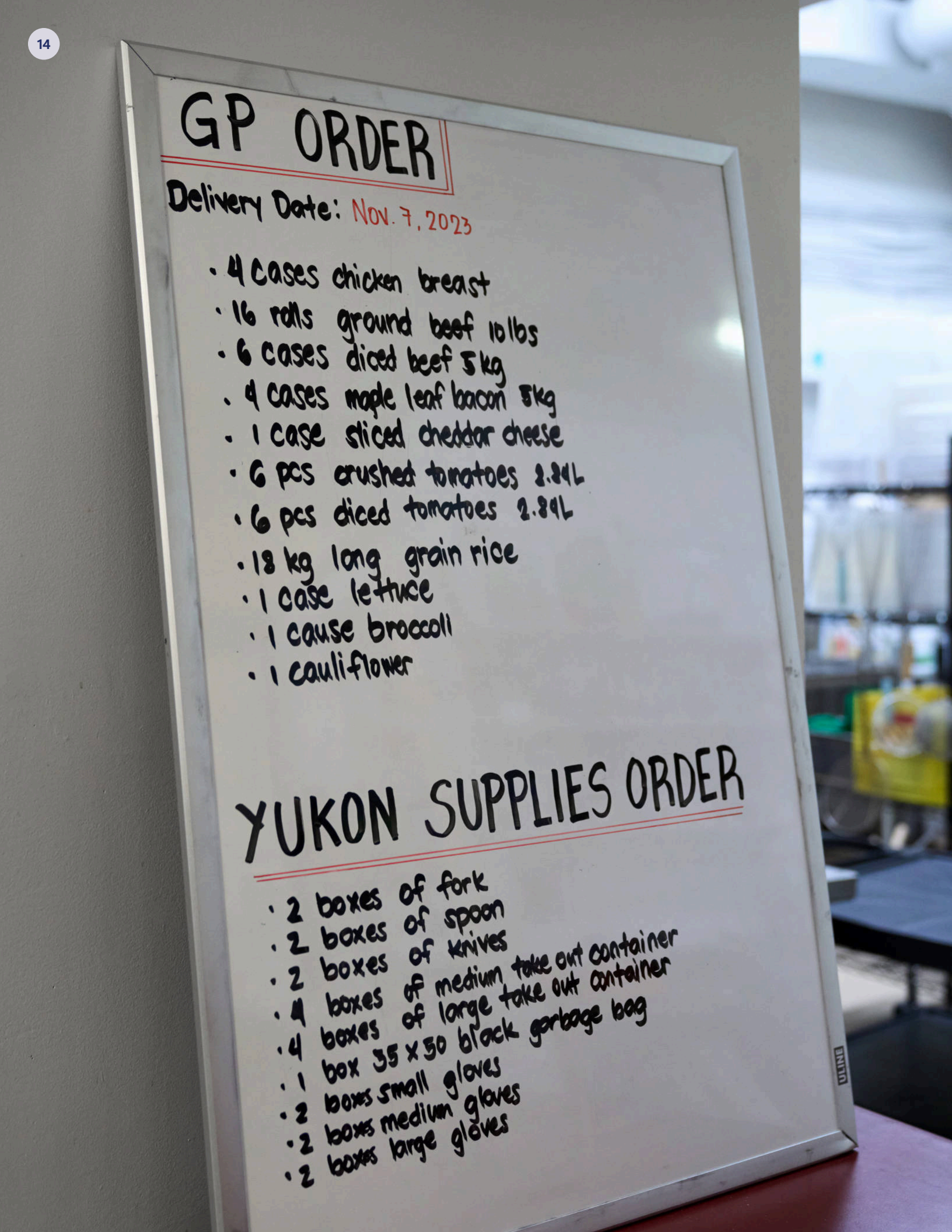
Electronic devices at work

- While working, you are allowed to use your mobile device to communicate for work purposes only. Cell phones are a great way to keep in touch with your team. YFNED provides you an allowance to offset your costs for using your phone for work purposes. Refer to the YFNED Employee Manual for more details or ask the urban nutrition coordinator.
- Phones in the food service area must be fully wrapped in plastic wrap if you plan to use them while working. Phones are covered with bacteria and viruses and are very difficult to keep clean. Wrapping your phone in plastic wrap keeps it clean and accessible while you work.
- Do not leave your phone on any surface in the food production area.
- Abuse of the cell phone policy will result in disciplinary action. You will lose your cell phone allowance and not be allowed to have it on you while working. Please do not damage your relationship with your fellow employees by using your phone when you should be working.
- You are not allowed to wear earbuds or any other listening device in your ears during work (with the exception of a medical hearing device). These items can fall into the food and cause contamination and are not appropriate in a team environment.

Sharing our workspace

- Keep your workstation and the floor around you clean, organized and clear of debris.
- When walking in the kitchen with a sharp object, announce to your coworkers “sharp behind” or “sharp” so everyone knows where you are and that you have something sharp in your hands.
- When transporting a hot object in the kitchen (pot full of soup, tray just out of the oven, etc.) announce to your coworkers “hot behind” or “hot pot” so everyone knows where you are and make room for you to walk.
- When walking behind someone who is working, they may not realize you are there unless you announce that ahead of time. It is polite to say “behind” just before you get behind them so they are aware you are there and do not turn and run into you accidentally.

[1] Section 5.9, Food Retail and Food Services Code amended edition February 2016


GP ORDER
Delivery Date: Nov. 7, 2023
• 4 cases chicken breast
• 16 rolls ground beef 10lbs
• 6 cases diced beef 5kg
• 4 cases maple leaf bacon 5kg
• 1 case sliced cheddar cheese
• 6 pcs crushed tomatoes 2.84L
• 6 pcs diced tomatoes 2.84L
• 18 kg long grain rice
• 1 case lettuce
• 1 cause broccoli
• 1 cauliflower
YUKON SUPPLIES ORDER
• 2 boxes of fork
• 2 boxes of spoon
• 2 boxes of knives
• 4 boxes of medium take out container
• 4 boxes of large take out container
• 1 box 35 x 50 black garbage bag
• 2 boxes small gloves
• 2 boxes medium gloves
• 2 boxes large gloves

Daily Work Routine

This section outlines the daily routine for the Cache kitchen. Other locations where the YFNED Nutrition Program operates may follow a different process.

What to expect during your shift at the Cache kitchen

Typically, every shift is 8 hours (7.5 hours paid). You have two 15-minute breaks (paid) and 30 minutes for lunch (unpaid). Shifts usually start at 6 a.m., but some shifts may start later.

The cook team you'll be working with consists of three or four cooks; one is the team lead. The team briefly meets first thing, plans the food prep for the day and discusses what needs to be done for that day's and the next day's meals.

You will prepare the hot breakfast with your team first. Hot breakfast for ESES leaves the Cache kitchen at approximately 8 a.m. Cooks keep track of what was served yesterday and what will be served today. Hot breakfast could be items such as scrambled eggs, hashbrowns and sausage with yogurt and fruit. The offering rotates daily to keep the children well nourished and interested in the breakfast program. Information is shared between the cooks. For example: if the kids aren't eating the scrambled eggs, make something different the next day so food isn't wasted. Leftovers of perishable items delivered to the school cannot be reused for food safety reasons. Deposit all perishable leftovers in the compost bin upon return to the Cache kitchen.

At least one person from the Cache kitchen is going to deliver the hot breakfast and hot lunch. A mileage allowance is paid to the employee who uses their own vehicle for the food deliveries. The mileage form is filled out daily and submitted at the end of each week. Find this form in the bottom drawer of the black filing cabinet located in the front office section at the Cache kitchen location. You can find the fillable document on SharePoint or ask your supervisor to print more if the folder in the black filing cabinet is empty.

If you use your personal vehicle to make a delivery, you are entitled to a paid sum toward your personal vehicle insurance that covers an additional 3000 km on your premium. See the Vehicle Use Policy for more details.

Keep track of ingredients you need for future meals so shopping and planning are streamlined. The shopping list is handwritten on the dry-erase board under the weekly meals list and also on the walk-in fridge. You may have to stop at the grocery store after making the hot breakfast delivery if something is needed for the hot lunch meal.

Coordinate with your team who will be doing food prep, deliveries, shopping and other related responsibilities for that day.

When one cook is away delivering the food, the other cook(s) will clean up and prepare the kitchen for the next meal prep and delivery.

Coordination and communication of duties are key.

How to start your work day

Coming into the building

- If necessary, shovel the entrance to the back door.
- Turn on the lights: the light switches are located on the left as soon as you walk in the back door.
- Hang up your jacket; hooks are located on the wall to the left as soon as you enter the back door.
- Do not hang your jacket on any piece of equipment: use only a coat hanger or hook.
- Place your personal belongings in the designated area (inside near the chest freezers in the front office is a good location out of the way), not on the equipment.

Ready yourself for food service by

- Removing rings and other jewellery and put them in a safe place.
- Place surgical tape over a facial piercing if necessary.
- Ensure your hair is tied back securely.
- Wrap your mobile phone in clean plastic wrap.
- Change into your cooking uniform (you are not allowed to prepare food in clothing that has animal or human hair on it).
- Put on your head covering and clean apron.
- Thoroughly wash your hands. Refer to proper handwashing procedure.

Get the kitchen ready for action

- Turn on the ovens, dishwasher and vent fan. The switch for the vent fan is on the breaker panel near the back hallway door that leads to the washrooms, right-hand breaker panel, last breaker on the bottom right-hand side labelled FAN.
- Record the temperatures of all food cooling units (fridges and freezers) and the dishwasher. We have several temperature logs (see opposite).

Check the front area of the facility

- Turn on the lights in the front and check that the front door is still locked. The front door remains locked at all times. There is a doorbell for visitors; everyone else uses the code.
- Make yourself a coffee or tea if you like; these items are provided in the front room on the counter.
- Empty the garbage next door in the Àłääshēdäl meeting room and check that no mice have gotten into the garbage. The people who use this room stay later than the cooks, so we check the garbage the next morning.

What are we cooking today?

- Refer to the weekly menu dry erase board and the lunch program weekly schedule posted on the cork board.
- Coordinate with your coworkers on what jobs need to be done and check in with your team lead if necessary.
- Before you begin cooking, sanitize your work surfaces.

Walk-in fridge and walk-in freezer temperature log is on a clipboard attached to the left side of the walk-in fridge door. The thermometers on the outside of these units are not accurate. Record the temperatures from the mercury thermometer inside each of these walk-in units.

Cache freezers temperature log is on a clipboard hanging on side of the stainless steel standup freezer as you walk into the room where the freezers are located. Inside each freezer, you will find a mercury thermometer clipped to a rack. Record those temperatures and hang the clipboard back on the hook. The two freezers on the right-hand side as you enter the room contain frozen wild game meat. Wild game meat must not be stored with commercially purchased foods and must be kept separated from all other foods.

Dishwasher temperature log is on a clipboard kept on the paper towel dispenser above the handwashing sink closest to the dishwasher. On the top of the dishwasher, there is an electronic display; these are the numbers recorded on the log along with the temperature test strips.

Duties and responsibilities during your shift

Refer to this list to ensure all the duties that need to get done everyday are completed. Those duties include but are not limited to:

Hot breakfast and lunch prep

- After opening the facility, get the hot breakfast started.
- Coordinate with your team for the breakfast prep and delivery.
- Before breakfast has left for delivery, ensure the shopping list is complete.
- Deliver the hot breakfast on time.
- After the hot breakfast leaves the Cache kitchen for delivery, hot lunch service is your next priority.
- Everyone pitches in and does the dishes — while the food deliveries are being done, this is a good time to clean up from the breakfast prep (sanitize workstations, wash dishes, sweep the floor in the work area if necessary).
- Take a break when you need one; let your team know where you are going.
- Coordinate with your team for the lunch prep and delivery.
- Deliver the hot lunch on time.

Prepare for tomorrow, today

- Refer to the weekly menu plan on the dry erase board.
- Prep the food for tomorrow, purchase ingredients if necessary and thaw frozen items.
- After lunch deliveries are finished and the cooks return to the Cache kitchen, cleaning and organizing for tomorrow's food service are the priorities until the end of your shift.
- Thawing frozen food in the fridge is the safest method, but it takes planning. Never leave frozen meat out to thaw at room temperature. Use only approved food-safe methods for thawing food (see the Food Handling portion of this manual). Frozen food may take several days to thaw in the fridge; plan ahead for that.
- If you know the kitchen is going to be short-staffed the next day (due to illness or team members on leave), prep today what you are able to. The more you can do today, the smoother your day will go tomorrow.

Rotate your food stock

- First, go through fridge, freezer and dry storage to rotate stock, dispose of any items that are expired and to make room before the food order or groceries arrive.
- Record food items that need to be ordered or purchased on the weekly menu dry-erase board, bottom left side, or on the food order whiteboard posted on the walk-in fridge door.
- Help unload the groceries when they arrive or put the food delivery away together.
- FIFO — First In, First Out.
- Refer to the HACCP plans in place.

Do your paperwork

- A purchase order (PO) is needed if you are shopping at Superstore or Save-On-Foods. If you are the person going grocery shopping, obtain your PO from the office first so you do not waste time at the grocery store waiting for one. To get a PO, contact a supervisor or a Nutrition Program admin assistant.
- Independent (Wykes' Your Independent Grocer) has a charge account for YFNED. Wear your YFNED jacket so you can be easily identified if you are going to charge items for work purposes. You may also be asked for identification.
- A Nutrition Program admin assistant will send a weekly PO to G-P Distributing and Yukon Service Supply, which includes a list of names of who may charge items to it.
- Refer to the checklists to ensure the daily duties are complete.
- If any incidents happened during the day that need to be passed on to the urban nutrition coordinator, team lead or team members, write them down today so you do not forget.
- Fill out your time card, mileage form and any administration documents.
- Pass on information to your team and supervisor as required.

Every team member is responsible for cleaning the equipment and the facility.

Clean as you go

- Everyone works together to get all the dishes washed and put away before anyone leaves at the end of the shift.
- Soiled dishes from the breakfast service will come back with the cook that delivered the hot lunch.
- Compost any perishable items that were not consumed from the breakfast or lunch service.

Closing the kitchen when your shift ends

- Refer to the closing duties checklist posted on the corkboard and ensure all items are completed and checked off before you leave for the day.
- All kitchen employees are responsible for working together to ensure all the duties on the closing checklist are completed. Help your team, and they will help you, too.
- Daily meal planning reminder — pull any frozen items out of the freezer and place them in the walk-in cooler to thaw. Do not leave items out at room temperature to thaw — this is unsafe and can result in making the children sick or wasting food because it has to be thrown away (see Food Handling portion of this manual for approved methods).

Dishwashing

Every member of the team is responsible for doing dishes, not just one person. It's easy to get in the habit of always being the person who jumps in to do the dishes, and just as easy to be the person who always leaves their dishes for someone else to do. This can create resentment between the team members, so everyone needs to take their turn doing the dishes on every shift. No one on your team wants to have to remind you it's your turn to do the dishes or wash the floors.

Being a good team member is a choice. Please make that choice every day.

The Cache kitchen has a high-temperature dishwasher on site. Commercial dishwashers work differently than a home dishwasher. Dishes going into the commercial dishwasher must first be rinsed of all the food debris, and greasy dishes must first be washed with dish soap that breaks down these grease particles. It's misleading to call that appliance a dishwasher because the job it performs is closer to a high-temperature rinse with detergent followed by a chemical sanitization. If the soiled dishes are not first rinsed thoroughly of all food debris or washed by hand, they come out of the machine almost as dirty as they went in. That's because the cycle for dishwashing/sanitizing in a commercial dishwasher is very short, usually two minutes or less. The machine is not designed to remove and dispose of food debris from dishware — you are! Yes, you are the dishwasher, and that machine does a quick high-temperature rinse with a detergent, then a quick high-temperature rinse with a sanitizer.

Test strips for testing the chemical and heat functions of the dishwasher are located on the metal shelf on the left side of the dish area. These tests should be done every week and recorded on the dishwasher log above the handwash station.

The dishwasher temperature is just as important as the temperature in your walk-in cooling units. You should be checking the machine daily to ensure the dishes are hot and steaming at the end of every cycle. If not, do a temperature strip test. If the test fails, notify your team lead or the urban nutrition coordinator right away so this matter can be fixed.

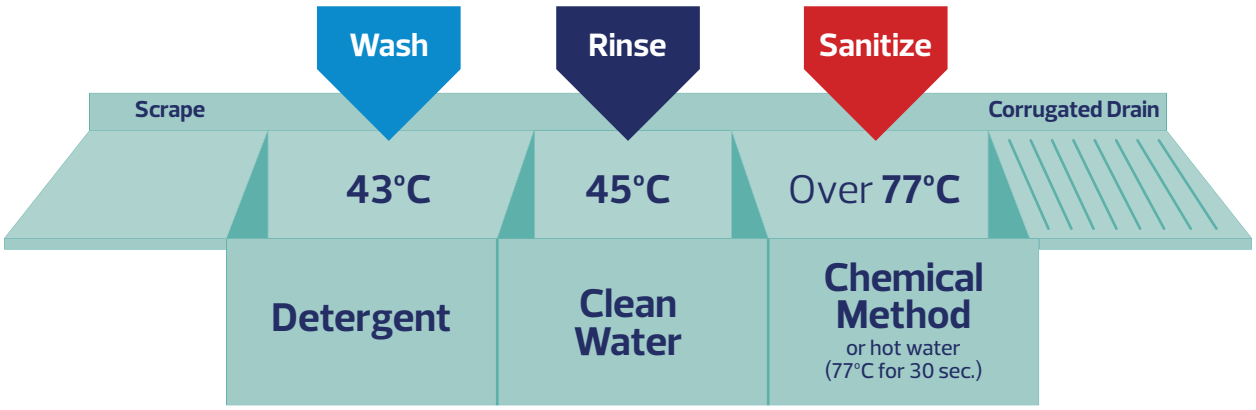
There are two acceptable methods for dishwashing in a commercial kitchen:

- Mechanical dishwashing in an approved commercial dishwashing machine, or
- Manual dishwashing with the approved method (as detailed on next page).

The following pages contain detailed information on the approved methods for both.[1]

[1] The information on both of these procedures can be found in section 4.2 of the Food Retail and Food Services Code, amended edition February 2016.

Manual dishwashing – procedure for the three-sink method



Chemical Methods

Chlorine Solution
100–200ppm

Dilution of 5% Chlorine
Approximately:

- One tbsp. per gallon of water
- 1/2 ounce per gallon of water
- 1.2 tsp litre of water
- 2ml per litre of water

Quaternary Ammonium Solution (Quats)
200ppm

Dilution of Quats

- Follow manufacturer's instructions

Iodine Solution
12.5–25ppm

Dilution of Iodine

- PH of 5.0 or below, unless otherwise specified
- Follow manufacturer's instructions

Diagram from Food Retail and Food Services Code, amended edition February 2016

Pre-Wash

- Scrape all leftover food and debris from dishes into the compost. Rinse dishes under hot running water to remove any remaining food particles.

Sink setup

- Fill the first sink (wash sink) with hot water (at least 43°C/ 110°F or hotter) and a detergent approved for use in a commercial kitchen that is designed to remove food and grease particles.
- Fill the next sink (rinse sink) with hot water (at least 45°C/ 113°F) for rinsing.

Wash

- Immerse the dishes in the first sink, using a brush or cloth to scrub the dishes clean. Pay particular attention to areas where food may have become stuck or trapped, such as between tines on forks or in the crevices of containers.

Rinse

- Once the dishes have been thoroughly scrubbed, rinse them in the second sink (rinse sink) filled with hot water (at least 45°C/113°F or hotter). Ensure that all soap residue is completely removed.

Sanitize

- After the dishes have been rinsed, sanitize them either by submerging them in a third sink (sanitizer sink) filled with hot water (at least 77°C/170°F) for at least 30 seconds, or by using an approved chemical sanitizing solution diluted in water. See the table next page.

Chemical sanitizing without hot water

Sometimes we do not have access to hot water, but we can still sanitize clean dishes if the proper amount of chlorine is used. The table below indicates the amount of chlorine needed depending on the water temperature you are using; the colder the water, the more chlorine you need. Testing strips for chlorine sanitizing are purchased from Yukon Service Supply. Using too much chlorine for sanitizing can be hazardous.

Approved chemical sanitizing solutions and their amounts include the following:

- For at least seven seconds in an allowable minimum chlorine concentration of 50 mg/L, and at least 10 seconds for other allowable minimum chlorine concentrations as listed.

Chlorine Concentrations Table

Minimum Concentration mg/l (ppm)	**Minimum Temperature** pH 8 to 10	**Minimum Temperature** pH 8 or below
25	49°C (120°F)	49°C (120°F)
50	38°C (100°F)	24°C (75°F)
100	13°C (55°F)	13°C (55°F)

Section 4.2.6 of the HSS Food Retail Food Services Code

- For at least 30 seconds (or as recommended by the manufacturer) in a solution containing a quaternary ammonium compound (QUATS) having a strength of not higher than 200 mg/L consistent with efficacy at a temperature of not less than 45°C (113°F);
- For at least 30 seconds in an iodine solution having a concentration of between 12.5 and 25 mg/L iodine at a temperature of not less than 45°C (113°F); or
- In accordance with any other method that has been scientifically proven to produce results equivalent to those achieved by use of any of the methods.

The solutions used for the methods outlined should be completely changed often enough to prevent utensils from becoming soiled and to maintain the bactericidal effect of the solution.

Air dry

- Allow the dishes to air dry completely before stacking or storing them.

Clean up

- Once you have finished washing dishes, clean and sanitize all surfaces and equipment used during the process, including sinks, brushes and cloths.

Mechanical dishwashing: hot water and chemical sanitizing method

The machine currently onsite at the Cache kitchen uses both hot water and chemical sanitizer to sanitize the dishware. Having both features in one machine gives peace of mind that the dishes coming out of the washing unit have been treated with both sufficient heat and chemical sanitizer to meet Food Services Code requirements[1]. However, sometimes the dishwashing unit runs out of chemical sanitizer. The unit can still be used provided the rinse temperature is at least 74°C (165°F).

When testing the dishwasher onsite at the Cache kitchen, consider the following:

- The temperature of the wash solution in spray-type ware washers that use hot water and chemicals to sanitize may not be less than 74°C (165°F). The type of dishwasher currently used in the Cache kitchen is a stationary-rack, single-temperature machine.
- Use test strips purchased from Yukon Service Supply or G-P Distributing. These are approved by Yukon Environmental Health.

When in doubt, use test strips, ask coworkers or team leads to ensure our dishes are clean and sanitized.

[1] 4.2.7 Food Retail and Food Services Code, amended edition February 2016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Food handling

Food handling falls into three risk categories. The following is a list of some of the items. The higher the risk, the more likely the foods have ideal conditions for bacterial growth and other disease-causing pathogens.

High risk foods

- Meat/meat products
- Milk/milk products
- Eggs
- Poultry
- Fish, Shellfish
- Tofu products and sprouts
- Gravies
- Puddings
- Custards
- Cream filled baked goods
- Mayonnaise based salads
- Cream based soups and sauces
- Unpasteurized foods (which can be fresh squeezed juices and cheeses)

High-risk foods are non-acidic (pH-neutral) or only slightly acidic, moist, high in starch and protein-rich. These food products require a number of complex control steps to ensure product safety (e.g., proper temperature requirements at various stages of preparation).

If you give bacteria and pathogens the right environment to thrive, they will.

Medium risk foods

- Packaged vegetables
- Cooked cereals
- Soft cheeses
- Fresh, uncooked meat
- Meat sandwich spreads

Medium-risk foods are food products which require a certain step to minimize potential health risk (e.g., proper cold holding techniques).

Low risk foods

- Ready to eat foods
- Peanut butter
- Bread
- Crackers
- Butter
- Dry cereals
- All foods in cans and flexible pouches until the can or pouch is opened.

Low-risk foods are food products which do not pose significant health hazards by themselves and are typically safe at room temperature. These include acidic foods such as pickles with vinegar, dehydrated foods that have little or no moisture content (dry rice on its own does not support bacterial growth, cooked rice does), salted foods (foods preserved using salt, not just salty foods), high-sugar foods (candy), and canned or vacuum-packed foods.

Thermometers

Use a probe thermometer only to verify food preparation and holding temperatures.

Do not use a laser thermometer to check food temperature. Laser thermometers only test surface temperature, so they are not suitable for checking food's internal temperature.

The sleeve pocket on your chef jacket is designed to hold your probe thermometer; keep it there for handy access during your shift.

Cooking temperatures

Cook food thoroughly to achieve proper internal temperatures.

Use a probe thermometer to verify:

- Whole poultry to 82°C (180°F) for 15 seconds.
- Poultry pieces (individual pieces or ground) to 74°C (165°F) for 15 seconds.
- Fish to 74°C (165°F) for 15 seconds.
- Eggs to 63°C (145°F) for 15 seconds.
- Ground meats (other than poultry) to 74°C (165°F) for 15 seconds.
- Food mixtures containing poultry, eggs, meat, fish or another potentially hazardous food to 74°C (165°F) for 15 seconds.
- Red meats such as lamb, veal, beef, moose, caribou, bison, elk, beaver or bear (whole cuts) to 74°C (165°F) for 15 seconds.

Hot holding temperatures

Use a probe thermometer to verify:

- Food is first cooked to the specified temperature (as in the chart above) and then can be held at a minimum of 60°C (140°F) after cooking and during the entire hot holding period.
- Ensure adequate hot holding equipment is used (steam tray, chafing dish, electric kettle etc.).

Cooling — potentially hazardous foods within two hours

Use a probe thermometer to verify.

- Potentially hazardous food is cooled rapidly from: **60°C (140°F) to 20°C (68°F) within two hours**
  20°C (68°F) to 4°C (40°F) within four hours
- Use shallow containers to cool food.
- Portion food into smaller portions to cool faster.

Acceptable methods to facilitate rapid cooling are:

- ice bath
- ice wand
- ice as an ingredient

Reheating — potentially hazardous foods within two hours

Use a probe thermometer to verify:

- Potentially hazardous foods are reheated to an internal temperature of 74°C (165°F) within two hours and tested for a minimum of 15 seconds at that temperature.
- Reheat foods using an approved reheating device such as a stove or oven.
- Do not use a steam table or a slow cooker to reheat food, as the required temperature of 74°C (165°F) cannot be achieved quickly enough.
- Potentially hazardous foods that are cooked or reheated in the microwave should be rotated or stirred throughout or midway during cooking to compensate for uneven distribution of heat. All parts of the food must reach a temperature of at least 74°C (165°F). The food should be allowed to stand covered for a minimum of two minutes after cooking to obtain temperature equilibrium.
- Remember, potentially hazardous food must first be reheated to 74°C (165°F) before it can be held in a hot holding device where the hot holding temperature remains at a minimum of 60°C (140°F) during the entire hot holding period.

These posters are on SharePoint and may be printed from there.

Scenario: A typical process in a professional kitchen cooking a high-risk food item – a whole chicken.

As you read through the scenario, pay attention to the critical control points, food handling processes and how the kitchen staff handle unexpected events during their shift.

1. The cook seasons a whole chicken, covers it and holds it in the refrigerator overnight for roasting the next day. The next day, the chicken goes from the fridge to a hot oven and is roasted at 375°F.
2. After one hour of roasting, the cook checks the chicken to determine doneness. Using a probe thermometer, the cook checks the internal temperature of the chicken where the meat is thickest, but not near the bone. The temperature on the internal probe records 74°C/165°F. The chicken is not yet cooked. The cook returns the chicken to the oven to continue roasting.
3. Thirty minutes later, the cook takes another temperature reading in the chicken, again, where the meat is thickest in the chicken but not in the same hole where the last temperature check was taken and not near a bone. The probe thermometer reads 88°C/190°F. The cook leaves the probe thermometer in the chicken for 15 seconds. The temperature on the thermometer increases to 90°C/194°F in those 15 seconds. The cook is confident the chicken has been cooked to the proper internal temperature.
4. The chicken is removed from the oven. The cook records the time the chicken was taken out of the oven. The chicken is going to be consumed right away; it is left to rest for 15 minutes before carving. After 15 minutes, the chicken is carved and placed on a serving platter. The internal temperature of the thickest chicken piece is recorded; it has dropped to 55°C/131°F. The two-hour window for holding potentially hazardous food below 60°C/140°F started 15 minutes ago when the food came out of the oven. That was the last time the cook can confidently know the temperature of the chicken was above 60°C/140°F.
5. Service is delayed. The team does not know when service will be back on, so a decision on how long the food will remain out must be made now. The cook knows the chicken must be heated again above 74°C/165°F because it has already dipped below the hot holding temperature threshold of 60°C/140°F.
6. The cook removes the chicken from the serving platter, transfers it to a heat-safe pan, covers the chicken with clean aluminum foil (so the chicken does not dry out) and places the chicken in a warm oven set to 80°C/175°F.
7. One hour later, service is back on. The cook tests the internal temperature of the thickest piece of chicken; it is 74°C/165°F. The cook knows the chicken will rapidly lose heat once it leaves the oven. The chicken is returned to a clean serving platter and goes out for service on a room-temperature table. The cook sets a timer for two hours and alerts the front-of-house serving staff of the two-hour service time limit on the chicken. The chicken must be consumed within two hours or, if the leftovers are to be saved, they must be removed from service and immediately cooled to under 4°C/40°F within four hours.
8. After two hours, the front-of-house staff alert the cooks there are only a few guests left in the dining room. The decision is made to remove the chicken from service. To ensure the chicken pieces cool quickly, the cook spreads the pieces out on a lined and clean sheet pan, ensuring there is space between each piece. The filled sheet pan is placed in the fridge uncovered. The cook sets another timer for four hours to check the internal temperature of the chicken to ensure it is below 4°C/40°F within that four-hour timeframe.
9. After four hours, the cook takes the internal temperature of the thickest chicken piece; the probe thermometer records 3°C/37°F. Perfect. The cook is confident all food-safe temperature parameters have been met for this potentially hazardous cooked food item.
10. The chicken pieces are packaged, labelled with today's date and returned to the fridge for cold holding. The cook also records a "use by" date of three days from today's date. This is the system implemented by the staff in this kitchen so there is no confusion of food safety for this potentially hazardous food item.
11. Two days later a cook who is filling in for someone who has the day off notices cooked chicken in the fridge with a label that says it must be used by the next day. The cook needs to decide to: either serve the chicken within the next day, make another dish using the chicken meat within the next day, or freeze the chicken meat now.

Food storage

Cold handling unit (refrigerated) storage of potentially hazardous foods

- Check and record the temperature of the cold handling unit/refrigerator daily.
- The internal temperature of refrigerated food must be maintained at 4°C (40°F) or colder.
- Ensure thermometers and equipment are working properly.
- Report any equipment malfunctions immediately; repair the refrigeration unit immediately.
- Immediately remove potentially hazardous food from a malfunctioning cold holding unit and store accordingly (freeze if necessary, hold with ice in a food cooler, move to another fridge).
- Ensure there is adequate refrigerated space for potentially hazardous food storage.
- Ensure adequate shelving space is available in cold holding units.
- Ensure food is stored a minimum of 15 cm (6 inches) off the floor of the walk-in cooler.
- When cooling prepared food, do not store any potentially hazardous foods in the cold handling unit/refrigerator until the internal temperature of the cooling unit has reached 4°C (40°F) or less.

Organizing the shelves in your cold handling unit

Having your cold handling unit (fridge) organized by the least to most potentially hazardous foods is one of the ways to prevent accidental cross-contamination. This is how potentially hazardous food should be organized:

Top Shelf

Ready-to-eat foods, leftover cooked food, condiments, produce if needed.

Top Middle Shelf

Produce, condiments, cooked meats.

Middle Shelf

Dairy, eggs.

Middle Bottom Shelf

Red meats, seafood.

If your walk-in cooler or refrigerator does not have this many shelves, organize the food as best you can with the least harmful products on the top shelf and the most harmful products on the bottom shelf.

Do not store ready-to-eat foods below the top shelf because raw foods can drip onto them (eggs and dairy, raw meat etc.). If that happens, the ready-to-eat foods must be thrown away/discarded because of cross-contamination.

Labelling potentially hazardous foods

Perishable prepared food should be treated as potentially hazardous and labelled with the date the food was put into the cooling unit for storage.

Ensure the label on any potentially hazardous food is consistent and everyone in the kitchen uses the same method: MM/DD is typically standard and consistent with how we say today's date – e.g., today is October 15 or 10/15 when written in MM/DD format.

When labelling prepared foods, it is advisable to also write a "use by" date on the label along with the date it was stored in the cooling unit. This helps to reduce food waste and alerts all kitchen staff that an item needs to be used before the use by date. This eliminates any guessing if the food is still safe or not.

Potentially hazardous foods purchased from approved sources will have an expiry date written on the outside of the container. When rotating stock ensure this date is facing toward you so it is easily seen, and the food that is expiring first is at the front of the shelf and used before it expires. In food handling this method is referred to as "First In, First Out" (FIFO).

When in doubt, throw it out.

Freezing – storage of frozen food

- Twice per day, check and record the temperature of the freezers on the freezer temperature logs.
- Ensure the thermostat inside the freezer is reading -18°C (0°F) or colder.
- The internal temperature of all frozen food must be maintained at -1°C (30°F) or colder.
- Report any malfunctions immediately; repair the freezer unit immediately.
- Remove potentially hazardous food from a malfunctioning freezer unit and store them accordingly.

Thawing – frozen foods

Thaw potentially hazardous foods quickly using an approved method and in accordance with food safety guidelines using:

- **The refrigerator method (safest):** Thaw under refrigeration at 4°C (40°F) or less in its original sealed packaging on the bottom-most shelf of the cooling unit. Thawing times depend on the item being thawed. For example: 5 lbs of frozen poultry takes 24 hours to thaw; therefore, a 15-lb turkey will take three days or more to thaw completely.
- **As part of the cooking process (cooking from frozen):** Take thawing time into consideration when determining cooking time — frozen food takes longer to cook.
- **The microwave:** After microwaving, immediately transfer to conventional cooking equipment with no interruption in the process.
- **Under cold running water:** Defrost (thaw) your food under cold tap water in a sanitized sink. Make sure the potentially hazardous food is wrapped in leak-proof plastic to help prevent cross-contamination. Run cold water from the tap over the frozen item until it is thawed (defrosted).
- **Submerged in water:** You may also submerge your food in a clean container or in the sanitized kitchen sink filled with cold water. Make sure the food is wrapped in leak-proof plastic or is sealed in its original packaging and remains completely submerged in cold water. Change the cold water every 30 minutes until the food is thawed (defrosted).

Preventing contamination

- The food handlers of a food premises shall ensure that food is stored, displayed, processed, prepared and served in a manner that prevents the food from becoming contaminated.
- Food shall be protected from cross-contamination by separating raw foods from ready-to-eat foods during storage, processing, preparation, holding and display.
- Ready-to-eat foods and raw fruits and vegetables should not be stored below raw meat, poultry and fish products when under refrigerated storage.
- Raw or unprocessed food shall be prepared in a way that does not promote contamination of ready-to-eat foods. Cutting surfaces shall be cleaned and sanitized before reuse.
- Raw fruits and vegetables should be thoroughly washed in running potable water to remove soil and other contaminants before being cut, combined with other ingredients, cooked, served or offered for human consumption in ready-to-eat form.
- Food shall not come into contact with the surfaces of utensils and equipment that have not been cleaned and sanitized.
- When food handlers taste-test food, only cleaned and sanitized utensils shall be used and the utensils must be cleaned and sanitized before reusing.
- Foods that have been previously distributed and returned to the food premises may not be re-offered to another student unless those foods are low-risk and are in their unopened original package (e.g., crackers, condiments).

Physical and chemical contamination

- Non-food items like cleaners, detergent and any other non-food items (pens, labels, tape) must be stored in designated areas away from any food, food equipment or food contact surfaces.
- Food handlers are not allowed to wear necklaces, bracelets, watches or drop earrings at any time during food preparation. Leave those items at home.
- If a facial piercing has the potential of falling into food it should be covered with a piece of surgical tape to hold it securely.
- Food handlers are not allowed to use earbuds/ AirPods or other similar devices while performing food handling duties.

Room–temperature holding of potentially hazardous foods (PHFs)

- Potentially hazardous foods that are intended for immediate consumption may be displayed or held for service above 4°C and below 60°C for no more than two hours, before which time, they must be used, refrigerated or frozen. This means you are still allowed to save leftover food that has not been eaten if it has been less than two hours since it was put out for service. Refrigerate or freeze those items before the two-hour time limit.
- Potentially hazardous foods intended for immediate consumption and displayed or held for service at room temperature for more than two hours must be consumed within four hours from the time they were removed from temperature control or discarded. This means if you have PHF that sits out at room temperature for more than two hours, but less than four hours, it all has to be eaten within that four-hour time frame. After four hours, none of the PHF can be eaten, and all must be discarded. Leftovers cannot be saved or distributed and must be discarded.

The following scenario uses all the techniques we just learned about in the food handling section of this manual. Read through it carefully to understand how each of these processes affects the final outcome of a typical food handling scenario in any professional kitchen.

Scenario: A typical process in a professional kitchen cooking a high-risk food item – pre-cooked frozen chicken wings.

As you read through the scenario, pay attention to the critical control points, food handling processes and how the kitchen staff handle unexpected events during their shift.

1. The cook must use previously cooked, frozen chicken wings for an upcoming event. Five pounds of the product are pulled from the freezer two days before the event to give ample time to thaw in the refrigerator on the bottom shelf.
2. On the day of the event, the cook removes the chicken wings from the packaging and inspects them for quality. There are two pieces which appear to have frostbite due to prolonged storage. The cook discards the two pieces of frostbitten chicken wings, spreads the rest of the wings on a lined sheet pan, washes their hands and then heads to the hot oven to reheat the wings.
3. The oven is loaded with other food products, and there is no room for the wings at this time. The cook returns to the fridge with the chicken wings only to find the fridge is now full and there is no room for the chicken wings in the fridge.
4. The cook places the tray of chicken wings on the bottom shelf of a rolling rack and sets a timer for two hours. The cook advises the other cooks the chicken wings are waiting on the rolling rack at room temperature and are to be put in the oven next.
5. Thirty minutes later, the cook is alerted the oven is free and can be used to cook the wings now. The cook places the chicken wing-filled sheet pan in the oven at 204°C/400°F and sets a timer for 20 minutes.
6. After 20 minutes, the chicken wings' internal temperature is checked and reads 70°C/158°F. Not hot enough yet. The cook returns the chicken wings to the oven and continues to cook for another five minutes. After five minutes, the temperature is checked again with a probe thermometer.
7. The thermometer registers 74°C (165°F). Perfect. The cook leaves the thermometer in the chicken wing for 15 seconds and the temperature does not change. Perfect. The cook removes the chicken wings from the oven and tosses the wings in heated honey barbecue sauce. The wings are transferred to a metal insert and go immediately to the buffet. The wings are placed in the steam table.
8. Periodically during the hot holding, the front of house takes the internal temperature of all the foods on the hot holding line, and they are consistently above 60°C/140°F.
9. Four hours go by. The wings are still sitting in the steam table. The service staff takes the wings' internal temperature, and it is still above 60°C (140°F). That holding temperature is within the safe range. Even though the wings have been in the steam tray for more than four hours, their temperature has not dipped below 60°C (140°F) during that time.
10. Service is over. The chicken wings are spread out on a lined sheet pan and left to cool at room temperature for two hours. After 1 hour and 45 minutes, the chicken wings' internal temperature is 25°C/77°F because that is the room temperature in the warm kitchen. The cook knows now that if they want to save these wings to use again, they must be cooled to below 20°C (68°F) within the next 15 minutes and then to 4°C (40°F) within the next four hours.
11. The chicken wings are immediately placed in the refrigerator, and a timer is set for four hours to ensure the temperature of the wings gets below 4°C (40°F) within that four-hour timeframe.
12. After four hours, the chicken wings' internal temperature is taken. The temperature is 10°C/50°F. The fridge is warm because too many hot items were put inside, which raised the temperature inside the fridge.
13. The wings must be thrown away/discarded. The chicken wings spent too much time in the danger zone: below 60°C (140°F) and above 4°C (40°F).
14. Other potentially hazardous foods inside the fridge must also be checked due to the warm refrigerator temperature, and it's possible more food will need to be thrown away/discarded or moved to an alternative cooling unit immediately.


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Pest Management

Pests are an unfortunate issue all food service locations must manage. Despite our best efforts, rodents (mice, gophers, squirrels) and insects can find their way into the food service and food storage areas.

Prevention is the best approach to deter pests from entering the facility. At the Cache kitchen, we have a service pest management company that sets and baits mouse traps in multiple areas of the facility monthly. The traps are checked regularly and trained pest management operators place fresh bait in the traps.

It is the responsibility of every food service worker at the Cache kitchen to be on the lookout at all times for signs of pest activity in all areas of the facility. These areas include walk-in cooling units, food preparation areas, food storage locations, dry storage locations, waste disposal areas, bathrooms and any other area that would provide a place for pests to breed and live.

Pest activity can look like urine or feces, insect parts, hair, damaged packaging of food items, holes chewed in walls or entryways, and open areas around pipes where rodents and insects can travel in the walls and ceilings. Pests can arrive in food deliveries or enter through doors left open, and weevil eggs in wheat flour can even hatch inside the kitchen if the flour becomes warm and moist.

If you see any evidence that a pest or insect has been in a food service area, you must immediately clean and disinfect all contaminated areas and inspect all food packaging and its contents to rule out contamination.

The pest control company will attend on a regular basis to check the mouse traps; however, if you do notice any pest activity onsite please notify the urban nutrition coordinator and report your findings.


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Meal and menu planning

Most cooks struggle to plan a week's worth of meals in advance. Breaking this process down into a few steps helps make this easier to manage. As a professional cook, having your weekly meal plan in place is essential for food ordering and purchasing. If you do not know what you are going to cook, then how can you buy groceries or order food? Shopping every day is a waste of time, money and your talent; would you not rather be cooking and producing great food?

In this section, we are going to dive deep into meal planning and tips to help you organize yourself, your team and your kitchen so all those parts work more efficiently as a whole.

Every YFNED nutrition team member is responsible for their own meal plans, food ordering and shopping—that includes the ones at the Cache kitchen and at other locations.

Part of being an efficient cook is to determine what you have that can be used before you purchase ingredients. Have a look in the freezer. Are there meat or vegetables in there that need to be used up? Check the dry storage: is there an item or two that are about to expire, or an ingredient that has been sitting there so long you do not know who bought it or what it is used for?

Using your inventory first saves money and eliminates food waste.

Planning meals for the week ahead

Let's walk through a week of meal planning and all the steps that are required. This manual will explain each step in detail and then summarize at the end of this meal planning section in point form for you to use when making your future meal plans.

First, decide what is going to be served. Having a list of meal suggestions posted where all the cooks can see it is extremely useful to help keep us from serving the same meal over and over. If the school is open all five days next week, then you need to choose five different meals that are nutritionally dense and balanced.

Considering the weather can help you choose appropriate meals. If it's hot outside, for example, no-one will really want to eat warm soup.

Choosing the main component first will help you decide on the side dishes (or if one is even needed, depending on the main). Do you have a suggestion for a new dish the kids might like? Great! Suggest that to your team members. We love sharing ideas and food, and some of our best childhood memories often involve food, so you can share your past with someone's future.

Examples of mains

- Roasted chicken
- Meat and vegetable stir-fry
- Spaghetti
- Moose or beef stew
- Pulled pork
- Meatballs
- Chicken parmesan
- Beef barley soup
- Elk smokies with pierogis
- Ptarmigan with mushrooms
- Elk stroganoff
- Baked ham
- Lasagna
- Meatloaf
- Butter chicken
- Pot roast
- Chicken pasta salad
- Grouse pot pie
- Moose cabbage rolls
- Sheep burger pitas
- Moose burrito/taco bowls
- Chilli (moose and bean)
- Pizza wrap
- Baked fish
- Curry
- Meat skewers
- Broccoli chicken soup
- Baked chicken strips
- Salmon casserole
- Hearty soup

Examples of sides:

- Roasted vegetables
- Pasta
- Pasta salad
- Pasta with marinara sauce
- Baked pasta with cheese
- Salad
- Baked beans
- Couscous
- Fresh vegetables with low-fat dip (whipped cottage cheese)
- Fresh salsa
- Rice
- Sweet potato fries
- Scalloped potato
- Baked potato
- Coleslaw
- Hummus
- Pickled vegetables

For this exercise, we're going to assume the school you are catering for is open all five days next week, and the weather is late fall, so the mornings are cool and the days are warmer. Let's choose five mains from the above list: meatballs, chicken pasta salad, stir fry, meatloaf and moose taco bowls.

Now that we have chosen five mains, let's decide if the mains are each a complete meal (contains protein, vegetables and starch like a stir fry, stew or soup), or does the main also need a side dish to make it a complete meal? Protein on its own, such as roasted chicken or ham, needs a side dish.

Of the mains we chose — meatballs, chicken pasta salad, stir fry, meatloaf and moose taco bowls — two items need side dishes, while three items are complete meals. The meatballs and meatloaf are just proteins. To make those items a complete meal we need to add vegetables and a starch. The chicken pasta salad, stir fry and moose taco bowls are complete meals because they are composed of protein, vegetables and a starch. We will explore each dish individually, which will also help us compile our shopping list and food-prep plans.

Next step: Review each recipe for all the meals you plan to serve the following week. As you look through the recipes for your meal choices, notice the ingredients that repeat. More about the benefit of repeating ingredients is explained further in this section.

The meatball recipe consists of

- Ground meat (can be ground bison, moose, beef, sheep, lamb, chicken, pork or turkey, or a combination of any of those items).
- Seasonings (salt, pepper, herbs and spices, fresh garlic, onions).
- Fillers (typically this has been breadcrumbs, crushed crackers or bread soaked in milk, which all help keep the meatballs tender and moist but let's take this opportunity to add moisture that is full of nutrition like pureed pumpkin, pureed cooked beans, shredded zucchini or finely chopped fresh mushrooms).
- Eggs help bind the meatballs and fillers together and also add additional protein.

The meatloaf recipe consists of

- Ground meat (can be ground bison, moose, beef, sheep, lamb, chicken, pork or turkey, or a combination of any of those items).
- Seasonings (salt, pepper, herbs and spices, fresh garlic, onions).
- Fillers (typically this has been breadcrumbs, crushed crackers or bread soaked in milk, which all help keep the meatballs tender and moist; but let's take this opportunity to add moisture that is full of nutrition like pureed pumpkin, pureed cooked beans, shredded zucchini or finely ground fresh mushrooms).
- Eggs help bind the meatballs and fillers together and also add additional protein.
- Sauce/gravy, typically tomato-based.

Do you notice a pattern with these two mains?

Both have the same ingredients but are prepared in a way that makes them appear to be completely different dishes.

> **Tip:** This is how professional cooks save time and money when making their meal plans. If you can use the same ingredients to make different dishes, this allows you to purchase food in bulk (saves money), keep more of one type of food on hand (saves space) and use it for multiple dishes (efficiency).

You will make the meatball/meatloaf mixture, portion some of it into meatballs and some into meatloaves and bake both the meatloaves and meatballs at the same time.

> **Tip:** If you have the advantage of a large stand mixer in your kitchen, use it to mix your meatball/meatloaf mixture. You will serve the meatballs on one day, the meatloaf on another, and you saved time by doing the prep work only once. This is just one way you have already learned to be more efficient in your prep cooking. Now we're on the road to becoming a more organized cook!

The chicken pasta salad recipe consists of

- Chicken breast meat (purchased frozen in random sizes is the cheapest)
- Seasonings
- Vegetables (celery, cucumber, cherry tomato, broccoli, cauliflower, carrot, pickles, onion)
- Creamy sauce to bind the chicken and vegetables together (get away from high-fat mayonnaise-based sauces — instead use plain yogurt, low-fat sour cream or whipped cottage cheese as the creamy base for your pasta sauce)
- Pasta
- Shredded cheese

The stir fry recipe consists of

- Chicken breast meat (purchased frozen in random sizes is the cheapest method)
- Seasonings (including fresh garlic and ginger)
- Vegetables (celery, broccoli, cauliflower, carrot, mushrooms, onions)
- Sauce (soy sauce, cornstarch, water)
- Rice

The taco bowl recipe consists of

- Ground meat (can be ground bison, moose, beef, sheep, lamb, chicken, pork or turkey, or a combination of any of those items)
- Cooked black beans
- Seasonings (including fresh garlic, onion, cumin, oregano)
- Vegetables (lettuce, cherry tomato, cucumber)
- Shredded cheese
- Rice
- Salsa and sour cream

Do you notice a pattern with these three mains?

Meal planning is one of the most important methods any kitchen can put into practice. It saves time, money and effort, which are important when operating a professional kitchen. The more thought you put into your meal planning, the less work you end up doing in your day-to-day routine.

Now that we have planned the menu and reviewed each recipe, let's source our ingredients.

> **Tip:** Make a list of all the ingredients we'll need for each of these meals. After that, check the inventory in our kitchen for items we already have on hand and cross them off the list. That way we will know exactly what we need to buy.

For the week of menu items we planned, these are the ingredients we need:

- Ground meat (meatballs, meatloaf, taco bowl)
- Salt (all mains)
- Pepper (all mains)
- Dry herbs and spices (all mains)
- Fresh garlic (meatballs, meatloaf, stir fry, taco bowl)
- Fresh ginger (stir fry)
- Canned pumpkin (meatballs, meatloaf)
- Canned black beans (meatballs, meatloaf, taco bowl)
- Eggs (meatballs, meatloaf)
- Chicken breast (pasta salad, stir fry)
- Celery, broccoli, cauliflower, carrot (pasta salad, stir fry)
- Cucumber (pasta salad, taco bowl)
- Cherry tomato (pasta salad, taco bowl)
- Mushrooms (stir fry, meatballs, meatloaf)
- Lettuce (taco bowl)
- Onion (all mains)
- Pickles (pasta salad)
- Low-fat sour cream (pasta salad, taco bowl)
- Pasta, whole grain (pasta salad)
- Cheese (pasta salad, taco bowl)
- Soy sauce (meatballs, meatloaf, stir fry)
- Rice (stir fry, taco bowl)
- Tomato sauce (meatloaf, taco bowl rice)
- Salsa (taco bowl)

> **Tip:** Organizing your list keeps your stock-taking and grocery shopping more efficient. Here is an example of what an organized list looks like. You can use this to check the inventory in the kitchen and cross out the items you have, leaving you with your shopping list.

Example ingredient list

Before you have checked inventory.

Produce

- ☐ Celery
- ☐ Broccoli
- ☐ Cauliflower
- ☐ Carrots
- ☐ Cucumbers
- ☐ Cherry tomatoes
- ☐ Mushrooms
- ☐ Lettuce
- ☐ Onions
- ☐ Garlic
- ☐ Ginger

Meat

- ☐ Chicken breast
- ☐ Ground bison
- ☐ Ground beef
- ☐ Ground moose

Dry Goods

- ☐ Pickles
- ☐ Pasta
- ☐ Rice
- ☐ Soy sauce
- ☐ Tomato sauce
- ☐ Salsa
- ☐ Canned pumpkin
- ☐ Canned black beans
- ☐ Salt
- ☐ Pepper
- ☐ Cumin
- ☐ Oregano
- ☐ Paprika
- ☐ Thyme

Dairy

- ☐ Cheddar cheese
- ☐ Low-fat sour cream
- ☐ Eggs

Example shopping list

After you have checked inventory.

Produce

- ☒ Celery
- ☐ Broccoli
- ☐ Cauliflower
- ☐ Carrots
- ☐ Cucumbers
- ☐ Cherry tomatoes
- ☐ Mushrooms
- ☐ Lettuce
- ☒ Onions
- ☒ Garlic
- ☐ Ginger

Meat

- ☐ Chicken breast
- ☒ Ground bison
- ☐ Ground beef
- ☒ Ground moose

Dry Goods

- ☐ Pickles
- ☒ Pasta
- ☒ Rice
- ☒ Soy sauce
- ☐ Tomato sauce
- ☐ Salsa
- ☐ Canned pumpkin
- ☐ Canned black beans
- ☒ Salt
- ☒ Pepper
- ☐ Cumin
- ☒ Oregano
- ☐ Paprika
- ☒ Thyme

Dairy

- ☐ Cheddar cheese
- ☐ Low-fat sour cream
- ☒ Eggs

Let's review how we did.

You have your menu planned for the next week, you have taken inventory on site and your shopping list is made. Amazing! We took what is typically an overwhelming task and broke it down into smaller, workable portions. We're organized, we planned ahead and our stress is reduced. Our entire team is on the same plan and we all know what we need to accomplish for our next week of work!

If we are ordering food in bulk from a wholesale food supplier (such as Sysco, GFS or G-P Distributing) or shopping online from Superstore or Independent, you can place the food orders today and have these items onsite by the end of this week.

> **Tip:** Thaw the frozen meat in the walk-in cooler/refrigerator over the weekend. If you have time, prep some of the food items ahead: chop the onions and garlic, make the spice mixes and sauces needed for next week's meals.

To have an efficient kitchen, you need to plan and organize.

These are skills that must be learned; no one is born with this knowledge. If you know these skills already, teach your coworkers. If you need to learn these skills, ask your team for help.

Plan your work. Work your plan.

Canada's Food Guide Recommendations

Canada's Food Guide is designed to help you visualize what a complete meal should look like on a plate or in a bowl. As the cook, it's your job to make sure the children are getting the nutrition they need to learn and thrive at school.

Ask yourself:

- How much of the meal I am making is protein (meat or meat alternatives)?
- How much of the meal I am making is whole grains and starches?
- How much of the meal I am making is vegetables and fruits?

- 25 per cent of a meal should be protein.
- 25 per cent of a meal should be healthy whole grains and starches.
- 50 per cent of a meal should be vegetables and fruits.

Portion control

How much is enough?

Serving children their recommended portion(s) of food helps them in life to understand visually what amount of food it takes to satisfy them. It's often much less than you think. Portion control also helps us eat until satisfied, not eat until overfull. We may want more, but do we actually need it? It takes our stomach about 20 minutes to register that it is full — a fast eater will usually eat more food than they actually need.

Teaching kids to listen to what their body needs is also helpful - eat if you are hungry, stop eating when you are satisfied. Are you hungry, or are you thirsty? Many of us can't tell the difference. Sometimes kids are told to finish everything on their plate, but that can cause overeating if the portion sizes were too large to start with. Portioning the appropriate amount of food for a child's age is important for many reasons.

Primary children (5–8 years old) Kindergarten to grade three

Primary children need their total meal to be about 1 to 1.5 cups by volume of a variety of nutritious food to satisfy their hunger and give them energy until their next meal.

Think about all the different components of their meal adding up to approximately 1.5 cups.

Let's use stew and bannock as an example - a healthy portion for a primary child's lunch is:

- 3/4–1 cup of stew (6–8 oz)
- One small piece of bannock (the size of a small bar of soap); and
- One wedge of fresh orange (¼ of a whole orange)

If you mashed all that food together it will total approximately 1.5 cups by volume. That amount of food at one meal is plenty for a child this age.

Moose Stew

1/2 cup vegetables (4–6oz)
Vegetables like peas, carrots, zucchini and potatoes contain fibre, vitamins and sometimes starch. Fibre helps with regular bowel movements, and vegetables have necessary vitamins we cannot get from meat, fat, or carbohydrates. Starches, like potatoes, do not provide much nutrition but do provide energy and are a less expensive ingredient (called a filler) to make the stew serve more people.

1/4 cup broth or 2–4 oz
Water helps hydrate. Fat helps satisfy, provides energy, carries the flavours through the stew and feels good in the mouth.

1/4 cup protein or 2–3oz
Protein takes the body longer to digest, providing energy that burns slowly so the child feels satisfied for longer.

1 small piece of bannock

The size of a small bar of soap. Starch is carbohydrates, which the body digests quickly and easily turns into energy; carbohydrates help the brain to function properly, but the body converts energy from carbohydrates into fat if that energy is not used right away.

1/4 of a regular orange

Provides fibre and vitamins. Fruit is a healthy source of something sweet that is also filling; purchasing a whole fruit and slicing it into portions saves money.

Intermediate children (9+ years old) grade four and up

Intermediate children need their total meal to be about 2 to 2.5 cups by volume of a variety of nutritious food to satisfy their hunger and give them energy until their next meal.

Think about all the different components of their meal adding up to approximately 2 cups.

Let's imagine spaghetti lunch with a piece of fruit as an example – a healthy portion for an intermediate child's lunch is:

- 1.5 cups (12 oz) spaghetti which includes the pasta and vegetable meat sauce
- 1/2 cup of raw vegetables with dip; and
- One piece of fruit for dessert

If you mashed all that food together it will total approximately 2.5 cups by volume. That amount of food at one meal is plenty for a child this age.

The following two pages are a visual representation of the hot lunches described for both age groups. It may look not look like enough food; but it is the recommended amount. We are so accustomed to over portioning and that leads to over eating.

Out of habit, humans use dessert to signal our brains that the meal is finished; but no matter how satisfied and full we are, we still eat dessert even when we do not need it. A piece of fruit or a bowl of fresh berries to finish a meal is much healthier than a dessert made with processed sugar.

Spaghetti

1/3 cup lean ground meat or 3–4 oz protein
Protein takes the body longer to digest, providing energy that burns slowly so the child feels satisfied for longer.

2/3 cup vegetable sauce
Tomato and vegetables provide fibre and vitamins; fibre helps with regular bowel movements and vegetables have necessary vitamins we cannot get from meat, fat or starches.

1 cup cooked whole–grain pasta
Counts as two servings of carbohydrates. The body digests carbohydrates quickly and easily turns it to energy; carbohydrates help the brain function properly, but the body converts energy from carbohydrates into fat if that energy is not used right away.

1/2 – 1 cup fresh berries

Berries provide fibre, vitamins and are low in sugar; fibre helps with regular bowel movements; vitamins are necessary for health; and a sweet treat that doesn't dangerously raise blood sugar is always a healthier choice than refined sugar.

Catering amounts

Below is a list of common meal components used to make hot lunches for the school programs and approximately how much of each food type you'll need for each student by their age. As the cook, it's up to you to determine how much of an ingredient you need to ensure you purchase enough of each item. Take a few moments to calculate how many total portions of food you need to make and the yield of each recipe and do the math to scale each recipe up or down depending on the desired amount.

The portion sizes below are for the cooked ingredient. Meat loses approximately 25 per cent of its weight after cooking. This is important to remember when calculating how much finished product you need.

	Serving size		
Food type	**Kindergarten to grade 3** (per student)	**Grades 4 and up** (per student)	**What does that serving size look like?**
Protein			
Meat	1–2 ounces	2–3 ounces	1 thumb or 2 dice = 1oz
Beans	¼ cup	½ cup	Chicken egg = ¼ cup
Vegetables			
Carrot/Broccoli	½ cup	¾–1 cup	Hockey puck = ½ cup
Lettuce	1 cup	1–1.5 cups	Closed fist = 1 cup
Fruit			
Orange/Apple	½ cup	½ cup	Hockey puck = ½ cup
Carbohydrates			
Potato	¼ cup	½ cup	Chicken egg = ¼ cup
Bread	½ piece of bread	1 piece of bread	Cell phone = 1 piece
Cereal	½ cup dry cereal	¾ cup dry cereal	Hockey puck = ½ cup
Pasta	½ cup cooked	¾–1 cup cooked	Hockey puck = ½ cup
Bannock/buns	1 small piece	1 small piece	Bar of soap = small piece
Dairy			
Milk	½ cup	1 cup	Hockey puck = ½ cup
Cheese	1 ounce	1 ounce	1 thumb or 2 dice = 1 oz
Yogurt	¼ cup	½ cup	Chicken egg = ¼ cup
Fat			
Butter	1 teaspoon	1 teaspoon	1 die = 1 teaspoon
Oil	1 teaspoon	1 teaspoon	

Example of a nutritionally balanced hot lunch with appropriate portion sizes depending on age:

Primary

- 6–8 oz beef and potato stew (¾–1 cup, size of a fist)
- ½ cup raw vegetable sticks (size of a hockey puck)
- The stew has carbohydrates, fat and protein. Vegetables have fibre and vitamins.

Or

- 2 oz piece of roasted chicken (size of two thumbs or a chicken egg)
- ½ cup cooked carrots and broccoli (combined quantity the size of a hockey puck)
- 1 small bun with 1 pat of butter (bun the size of a small bar of soap and butter the size of 1 die)

Intermediate

- 10–12 oz beef and potato stew (1 ¼–1 ½ cup)
- ½ cup raw vegetable sticks
- 1 small mandarin orange

Or

- 4 oz piece of roasted chicken (a regular chicken thigh with bone in or one chicken leg)
- ½ cup cooked carrots and broccoli (combined quantity the size of a hockey puck)
- 1 small bun with a 1 pat of butter (bun the size of a small bar of soap and butter the size of 1 die)
- 1 banana or 1 whole mandarin orange

The stew has carbohydrates, fat and protein. Vegetables have fibre and vitamins. The orange has fibre, which slows down the absorption rate of the natural sugar in the orange.

Scaling recipes up and down

When you need to increase or decrease the yield of a recipe, this is called “scaling” a recipe.

Scaling up a recipe involves increasing the quantities of each ingredient used in the recipe while maintaining the same ratio of ingredients to each other. You use multiplication to scale a recipe up.

Scaling down a recipe involves decreasing the quantities of each ingredient used in the recipe while maintaining the same ratio of ingredients to each other. You use division to scale a recipe down.

Steps to scale up a recipe

Scenario: We need to feed 45 children for lunch today. The recipe we’re using only makes 15 portions. We need to scale up this recipe in order to make 45 portions.

Determine the desired yield

- How much of the final product do you need to make? This will be the basis for determining the amount of each ingredient needed.

Calculate the conversion factor

- Divide the desired yield by the original yield specified in the recipe. This will give you the conversion factor. For example: your original recipe yields 15 portions, but you need to make 45 portions. Divide 45 by 15 = 3 (45 ÷ 15 = 3).
- Your conversion factor is 3.

To scale a recipe up, you multiply each ingredient by the conversion factor

- Multiply each ingredient in the recipe by the conversion factor to determine the new quantity of each ingredient needed. For example, if the original recipe calls for 1 cup of flour, multiply 1 by 3 to get 3 cups of flour (1 x 3 = 3), or ½ cup of beef broth becomes 1 ½ cups of beef broth (½ x 3 = 1 ½), or 200 grams of flour becomes 600 grams of flour (200 x 3 = 600) and so on.
- Every item in the entire recipe is multiplied by the same conversion factor but there are a few exceptions to this rule. Scaling an entrée (main) is different than scaling a baked product (cake). That’s because the leavening agents (ingredients that make the baked product rise) are chemicals and adding too much or too little can ruin your baked good.

When converting some recipes, you need to make exceptions to the scaling rules. See the endnote of this section called “tricky factors to be aware of when scaling recipes” for more information.

Steps to scale down a recipe

Scenario: We need to feed 20 children for lunch today. The recipe we're using makes 80 portions. We need to scale down this recipe in order to make 20 portions.

Determine the desired yield:

- How much of the final product do you need to make? This will be the basis for determining the amount of each ingredient needed.

Calculate the conversion factor:

- Divide the original yield of the recipe by the desired yield. This will give you the conversion factor. For example: your original recipe yields 80 portions, but you need to make only 20 portions. Divide 80 by 20 = 4 (80 ÷ 20 = 4).
- Your conversion factor is 4.

To scale a recipe down, you divide each ingredient by the conversion factor:

- Divide each ingredient in the recipe by the conversion factor to determine the new quantity of each ingredient needed. For example, if the original recipe calls for 2 cups of flour, divide 2 by 4 to get 0.5 or ½ cup of flour (2 ÷ 4 = 0.5), or 175 grams of barley becomes 43.75 grams (round up to 44 grams) (175 ÷ 4 = 43.75), or 6 cups of water becomes 1 ½ cups of water (6 ÷ 4 = 1.5) and so on.
- Every item in the entire recipe is multiplied by the same conversion factor but there are a few exceptions to this rule. Scaling an entrée (main) is different than scaling a baked product. That's because the leavening agents (ingredients that make the baked product rise) are chemicals and adding too much or too little can ruin your baked good.

When converting some recipes, you need to make exceptions to the scaling rules. See the endnote of this section called "tricky factors to be aware of when scaling recipes" for more information.

Tricky factors to be aware of when scaling recipes

- **Changing the ingredient amounts changes more than just the volume:** increasing a recipe will require you to increase the size of the pot or pan you are cooking with which also likely increases cooking time. Decreasing a recipe usually means a shorter cooking time because less food typically takes less time to cook or bake. Remember this especially if you are making a baked item or roasting meats.
- **Not all ingredients work as expected if you scale them proportionally:** some seasonings may not need to be increased proportionally; salt and chili pepper are some of these items. When you increase the yield of a recipe, you usually increase the size of the pot or pan it has to be cooked in. Increasing the size of the pan typically creates more surface area. More surface area means the moisture in your dish has more surface space to evaporate from during cooking; the more moisture you lose, the more concentrated the flavours become. Therefore, the dish may taste saltier, or spicier, than usual because more moisture will have evaporated during the cooking process. You may always add more seasonings, but once those are in the dish you can't take them out. Hold back at least 25 per cent of the salt (only put 75 per cent of what the conversion factor indicates to use, e.g., instead of 4 teaspoons, use 3 teaspoons for this item) and then adjust the seasonings at the end of cooking if required. Spicy seasonings such as chili pepper (cayenne) is another item that should not be scaled proportionately to the other ingredients — you may end up with a dish that is far too spicy.
- **Baking recipes are formulas:** unless you are a professional baker, seek out baking recipes that have already been scaled by a professional. Bakers use formulas, not recipes, and this is because the chemical reactions that take place in a baked product need to be precise. You cannot scale a cake recipe up or down and assume it's going to turn out as you expect. Increasing all the ingredients by the same conversion factor throws the chemical composition of the mixture out of balance. Savoury dishes scale up and down much easier than baking recipes. Seek out a proven baking recipe for the number of portions you need or ask a professional baker for help.
- **Use measuring tools:** use appropriate measuring tools to ensure accuracy when measuring the ingredients. Volume measurements (½ cup, 1 cup etc.) are less accurate than weight measurements (200 grams or 12 oz). Measuring mistakes are usually the reason a scaled recipe does not turn out well.
- **Time and temperature change depending on if you scaled your recipe up or down:** for example, if you scaled your lasagne recipe by four and you bake it in a pan that is only three times larger than the pan you usually use, the lasagne will be thicker than usual and will take longer to bake. Likewise, if you reduce a recipe and use the same size pan you usually do, the amount in the pan will be thinner than usual and will cook more quickly.
- **Cook and test your recipes:** when you start cooking, make sure to taste the dish frequently to ensure that the flavours and consistency are to your liking.
- **Document everything:** make notes on your recipe so you have the information for the next time you make that dish. This is especially important if you scale the recipe and it does not turn out properly. You do not want to make the same mistake twice.

Meal planning processes to consider

Understanding your needs

- Check the school schedule — is the school closed any days that week?
- What is the weather going to be like that week?
- Need inspiration? Check the list of meal ideas or frozen meal ideas posted on the corkboard.
- Check the recipe against your inventory — are there items you need to buy to make that dish?
- Assess the size of your group — refer to the daily catering requirement list so you know how many portions you need for the hot lunch.
- Identify dietary restrictions and preferences (no peanuts or tree nuts in schools).
- Determine the budget.

Planning each meal item

- Does this meal meet the children's nutritional needs?
- Balance each meal item (protein, vegetables, fruit, starch, fats).
- Ensure variety.
- Can you add vegetables and beans to this meal to fortify it with even more fibre and nutrition?
- Write the finalized meal plan on the whiteboard and stick to the plan.
- Use existing stock whenever possible. Check the freezer and dry storage and use what is on site.

Sourcing ingredients

- First check inventory in the fridge, freezer and dry storage — what needs to be used?
- Use what you have on hand and plan your menu around ingredients that need to be used.
- Buy in bulk when possible (cheaper).
- Support local farmers and food producers.
- Organize group purchases (can you buy a large quantity of an item and share it within the YFNED kitchens?).

Prepping and cooking

- Create a detailed timeline.
- Efficiently organize your workspace.
- Prep ingredients in advance when possible (chop the onions, carrots and celery for the soup that will be served tomorrow).
- Scale recipes to ensure you have enough ingredients to match the portions you need.
- Enlist help and delegate tasks.

Food safety and storage

- Always follow proper food handling and storage methods.
- Maintain appropriate food-safe temperatures.
- Avoid cross-contamination.
- Store leftovers using food safety guidelines and minimize waste.

Delivering and serving meals

- Plan the transportation of the meal to the school so the delivery is made on time.
- Utilize heating or cooling devices inside the transportation vehicle when possible.
- Ensure the food is picked up or delivered to the appropriate location where it is needed.

Tips for success

- Communicate effectively with your teammates.
- Embrace flexibility and adaptability.
- Plan for the occasional food-related disaster (soup accidentally dumps on the floor; a backup soup is in the freezer ready to be thawed, cooked and served).
- Learn from past experiences and seek feedback.


FoodSaver
TURMERIC
Cumin
BAKING SODA
Keen's
Salad Spring
sifto
TABLE SALT

Allergens

Food handlers and servers should be familiar with common food allergens.

Typical food allergies include (but are not limited to):

- **Peanuts**
- **Tree nuts**
  - Almonds, brazil nuts, cashews, hazelnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts
- **Milk**
- **Eggs**
- **Seafood/shellfish**
  - Includes all crustaceans — crab, lobster, shrimp, prawns
- **Fish**
  - Has vertebrae and usually fins and lives in water
- **Mollusks/bivalves**
  - Oysters, scallops, clams, mussels, octopus, squid (calamari), abalone, snail, conch, cockle
- **Soy**
  - Tofu is made from soy.
- **Wheat**
- **Sesame seeds**
  - Generally found as seeds or oil
- **Mustard**
- **Sulphites**
  - Also found in wine and prepared meats like sausages and lunchmeat

If these foods or their derivatives are not labelled or incorrectly labelled, or if cross-contamination occurs during preparation, the results can be serious and sometimes fatal.

This list represents the foods causing the most common and serious reactions, a wide variety of other foods have been reported to cause adverse reactions in certain individuals.

Some adults and children experience upset stomach or loose stool when fed gluten (wheat and barley) even if they do not have celiac disease. Eggs and dairy products that contain lactose also cause gastro upset in some people. These are some of the most common ingredient accommodations you will have to make as a cook.

Peanuts and tree nuts are not allowed in any school in the Yukon.


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PARKING

Transportation and distribution

During all phases of transportation, storage and distribution, food products must be maintained in a sanitary condition.

During transportation, storage and distribution food products must be protected from:

- All possible forms of contamination
- All types of damage that may render the food unfit for human consumption
- Temperature fluctuations

At times, the Cache kitchen will produce large batches of meals or food products to transport to local schools and to the communities. Depending on the need, the meals may be transported hot or frozen.

Use insulated containers (or coolers approved to hold/transport food) to safely transport food products hot or cold.

Transporting hot food

- To transport hot food, boil water and fill the water reservoir on the insulated food transport container (typically called an insulated Cambro) with the hottest water possible so it stays hot during transport.
- Only transport the amount of food you are able to safely deliver and serve within two hours (unless there is hot holding equipment onsite and ready to transfer the hot food into).
- Hot food should go directly from the oven into the heated transport container.
- Record the temperature of the food product using a probe thermometer before putting the food item into the insulated transportation container.
- Call ahead to the facility that is receiving the hot food so they have their oven or steam table hot and ready to receive the food product.
- Record the temperature of the food product using a sanitized probe thermometer when it is delivered to the receiving facility.
- Alert the food handlers on the receiving end if the hot food is in the danger zone when you deliver it — 60°C (140°F) or cooler — and how long it has possibly been at that temperature (the time it was taken from the hot oven).
- Empty, clean and sanitize the insulated food transport container when you return from your delivery.
- Allow the container to dry completely before storing.

Transporting cold food

- To transport cold food, run cold water from the tap over ice and hold it in the refrigerator or cold holding unit (walk-in cooler) for at least 10 minutes to drop the water's temperature. Use that water to fill the water reservoir on the insulated transport container and, if you have room, place the whole unit inside the walk-in cooler to keep cold until you load it with food for transport.
- Record the temperature of the cold food before you load it into the insulated transport container to ensure it is 4°C (40°F) or less.
- Do not place food warmer than 4°C (40°F) inside the insulated transport container or it will compromise the food safety of that food item and other food items in the insulated container.
- Fill the cold insulated transport container while it is inside the walk-in cooler if possible and hold the filled container in the walk-in cooler as long as possible before delivery.
- If transport is going to take longer than two hours, fill the top tray inside the insulated transport container with ice or block ice (melts even slower) to keep the food out of the danger zone during transport.
- If using a typical home cooler, you will need ice on top of the food to keep it out of the danger zone. Coolers made for home users do not have a water reservoir like commercial food transport containers do. Using ice packed over top and between food items will help keep food products cold during transport.
- If you do not have specialized ice packs that have been pre-frozen, use tightly sealed zip-lock-style bags filled with fresh ice to keep your food products cold during transport.
- Frozen plastic water bottles work well and melt slower than cubed ice. If you can plan in advance, freeze several full water bottles a few days before they are needed so they are completely frozen and ready for transport.
- Frozen water bottles may be washed and sanitized upon return, refilled and frozen again for future use.
- Empty, clean and sanitize the insulated food transport container when you return from your delivery.
- Allow the container to dry completely before storing; otherwise, mould will form inside the cooler. Prop the door open on the insulated cooler so air can travel in and out when not in use.

Distributing food at the destination

- Once you have reached your destination with the food delivery, it is critical that the food is kept in a location best for holding food and that you know when the food is going to be served to the guests. If you are not the person who is going to serve the food, you must coordinate the food delivery and safe handling of that food with the onsite personnel in charge of food service at that location.
- Keep cold food items out of the sunshine. If it is a hot day, consider leaving the packaged food inside the transport vehicle with the air conditioning on, and park in a shady place if possible.
- Keep warm food items in a hot holding unit (oven on low temperature) for as long as possible until service. Remember to check the internal temperature of potentially hazardous foods and keep those foods out of the danger zone for as long as possible.
- Record the temperatures of both hot and cold foods when handing them off to other food handlers. Carry a sharpie marker and a roll of masking tape with you in the delivery van (or on your person) and record the time and temperature on each container of food. This step assures you have transported and delivered the food within food safety limits and that you did everything possible to ensure the next food handlers have the information they need to continue to keep the food safe
for consumption.


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-40232°C

Hazard Analysis and Critical Control Points

A hazard analysis and critical control points (HACCP) plan is a systematic approach to food safety designed to minimize the risk of foodborne illness by identifying, evaluating and controlling potential hazards throughout the food preparation process.

This guide will walk you through the steps to create a HACCP plan for your kitchen that ensures a safe and sanitary environment. Every kitchen is different, but the system for controlling hazards in a food service setting is the same; every kitchen must follow the Government of Yukon, Department of Environmental Health regulations for food service and the Canadian Government Food Retail and Food Services Code.

Familiarize yourself with the Food Retail and Food Services Code, found in full online at **yukon.ca/en/food-retail-and-food-services-code**. It is full of helpful information to keep you and the people you prepare food for safe. It is also helpful to have as a reference if you are unsure of the proper food handling procedure for any food item.

YFNED provides training opportunities to food handlers on HACCP principals through third parties (HACCP training modules online or in-person through Yukon University). If you are interested in learning more about HACCP and becoming HACCP certified, please let the urban nutrition coordinator know.

Understanding HACCP principles

There are seven principles of HACCP. Each principle is defined as a step to help you determine what is, or what is not, a hazard and a critical control point.

Consider each principle and step individually.

The seven principles of HACCP form the foundation of this food safety management system. These principles are designed to identify, evaluate and control food safety hazards during the production process, thus reducing the risk of foodborne illnesses.

The seven principles are as follows:

Step 1: HA – conduct a hazard analysis

Identify potential biological, chemical and physical hazards associated with each step of the food production process, from raw material sourcing to final product distribution.

- Identify ingredients and processes in your kitchen.
- Analyze the flow of food from receiving to service.
- Identify potential hazards at each step.
- Determine the severity and likelihood of hazards.

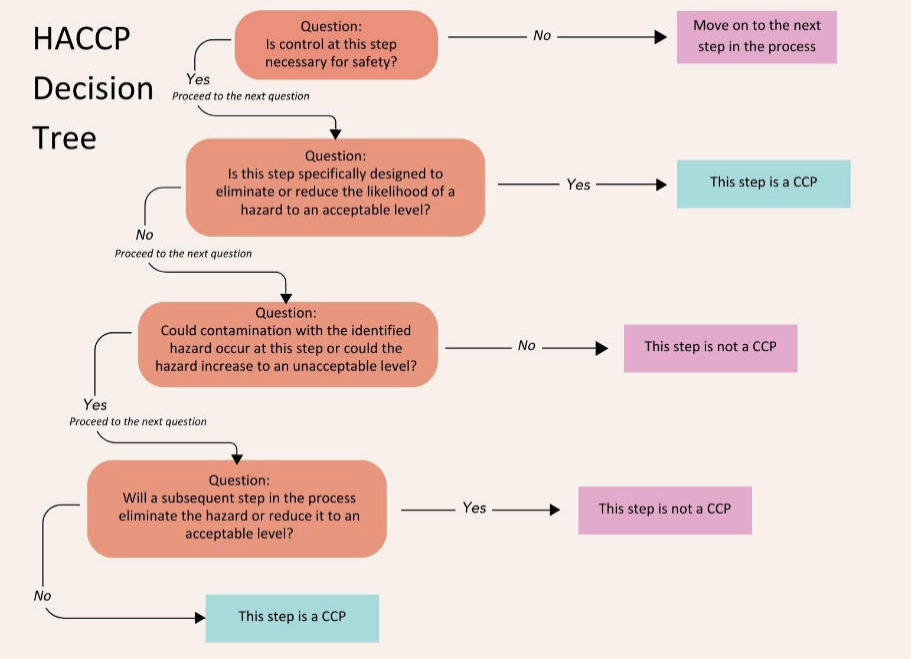
Step 2: CCP – determine the critical control points (CCPs)

Identify the points in the process where hazards can be effectively controlled or eliminated. These are the steps where preventive or control measures are essential to ensure food safety.

- Use a decision tree to identify CCPs (see below for details about the decision tree).
- Define CCPs in the food preparation process (thawing PHFs, reheating leftovers etc.).
- Document CCPs in your HACCP plan.

CCP decision tree

A decision tree is a tool used in HACCP plans to help determine critical control points (CCPs) in the food production process. The decision tree consists of a series of questions that guide the analysis of each step in the process, leading to the identification of CCPs. While there are different variations of decision trees, most follow a similar structure.



After going through the decision tree for each step in the food production process, all the identified CCPs should be documented in the HACCP plan. Remember that the decision tree is a tool meant to guide the thought process and should be adapted to the specific context of the food production process being analyzed. In some cases, it may be necessary to consult with a food safety expert or refer to regulatory guidelines to determine the appropriate CCPs for a given process.

Step 3: establish the critical limits

Set specific, measurable limits for each CCP to distinguish between safe and potentially hazardous conditions. Critical limits are typically based on scientific data, regulatory guidelines or expert recommendations.

- Define critical limits for each CCP (temperatures, times etc.).

Step 4: establish monitoring procedures

Design and implement procedures to monitor CCPs, ensuring they remain within established critical limits. Monitoring may include measurements, observations or other data collection methods.

- Establish monitoring frequency and responsibility.
- Create monitoring records and documentation.

Step 5: establish corrective actions

Develop and implement corrective actions for when monitoring indicates that a CCP is not within the established critical limits. Corrective actions should address the root cause of the deviation and ensure that the process is brought back under control.

- Develop procedures to address deviations from critical limits.
- Identify the root cause of deviations.
- Implement corrective actions and update the HACCP plan.
- In your corrective actions plan, add the name and contact number of any repair person or resource that is used to correct malfunctioning equipment.

Step 6: establish verification procedures

Verify that the HACCP system is working effectively through regular evaluations, inspections and reviews. Verification may include reviewing monitoring and corrective action records, calibrating equipment and validating processes.

- Ensure the HACCP plan is working effectively.
- Conduct internal audits and inspections.
- Review monitoring records and corrective action logs.
- Calibrate equipment and validate processes (check thermometers, test equipment etc.).

Step 7: establish record–keeping and documentation procedures

Maintain accurate and up-to-date records for the HACCP system, including hazard analysis, CCP determination, critical limits, monitoring procedures, corrective actions and verification procedures. Proper documentation and record-keeping help demonstrate compliance and facilitate regular reviews and updates of the HACCP plan.

- Create a HACCP plan binder or digital archive.
- Keep records of hazard analysis, CCPs and critical limits.
- Store monitoring, corrective action and verification records.
- Establish a schedule for regular plan updates and reviews.

You need to write a separate HACCP plan for each of the following areas, and you may require even more depending on the type of food service you are conducting:

- **Receiving:** the process of receiving and inspecting incoming food shipments for potential hazards, such as pests, temperature abuse and contamination.
- **Storage:** the proper storage of raw materials and finished products to prevent cross-contamination and spoilage.
- **Preparation:** the handling, cooking and cooling of food products to prevent the growth of harmful bacteria and ensure proper temperature control.
- **Cooking:** the cooking of food products to the correct temperature to ensure that harmful bacteria are destroyed.
- **Serving:** the proper handling and serving of food products to prevent cross-contamination and maintain proper temperature control.
- **Transporting:** the proper packaging and transportation methods to prevent accidental spillage and contamination and to maintain proper temperatures while in transport.
- **Cleaning and sanitation:** the cleaning and sanitation of equipment and surfaces to prevent the growth and spread of harmful bacteria.
- **Personal hygiene:** the proper personal hygiene practices of food handlers to prevent the contamination of food products.

It is important for food service establishments to have an HACCP plan in place for each of these areas to ensure the safety of their customers and prevent foodborne illness. Implementing a HACCP plan in your kitchen will help ensure food safety and protect your guests from foodborne illnesses. By following these guidelines and regularly reviewing your plan, you'll foster a culture of safety and maintain a high standard of hygiene in your kitchen.


Polykan
Garbage Bags
ESERIES
Sacs à déchets
35 X 50"
V03694
Tandoori Naan
321701
LARGE FOIL HAMBURGER BAGS
ECOLAB
Line-a-Way
ULINE
HAND SOAP
PSL
AB-30
DEGREASER
Rubbermaid
Commercial Products
WAVE BRAKE

Workplace Hazardous Materials Information System

WHMIS (Workplace Hazardous Materials Information System) for food handlers is a set of guidelines and procedures that outline the safe handling, storage and disposal of hazardous materials in the food industry. Typical hazardous materials in a kitchen are cleaning products, sanitizers, disinfectants etc.

To create a food service WHMIS plan for your kitchen, you need to do the following:

- **Identify hazardous materials:** The first step in implementing a WHMIS plan is to identify all hazardous materials that may be present in the workplace. Some common hazardous materials in the food industry may include cleaning agents, sanitizers, disinfectants, pesticides and some food additives.
- **Obtain safety data sheets (SDSs):** Once hazardous materials have been identified, safety data sheets (SDSs) should be obtained from the suppliers of these products. SDSs provide information on the chemical composition, physical and health hazards, first aid measures, and safe handling procedures for the hazardous materials. The supplier you purchased these hazardous materials from (i.e., YSS or G-P Distributing) will have the SDSs for each product.
- **Train employees:** All employees who may come into contact with hazardous materials should receive training on the WHMIS plan. The training should include the identification of hazardous materials, the hazards associated with each material, safe handling procedures, personal protective equipment (PPE) requirements and emergency response procedures.
- **Label containers:** All containers of hazardous materials should be labelled with the appropriate WHMIS symbols, hazard statements and precautionary statements. The labels should be legible and easy to understand.
- **Store hazardous materials properly:** Hazardous materials should be stored in a designated area that is secure, well ventilated and separate from food storage areas. Storage areas should be clearly labelled, and access should be restricted to authorized personnel only.
- **Use personal protective equipment (PPE):** Employees who handle hazardous materials should wear the appropriate PPE, such as gloves, aprons, goggles and respirators. The PPE should be provided by the employer and maintained in good condition.
- **Dispose of hazardous materials properly:** Hazardous materials should be disposed of according to local regulations and the instructions on the SDS (safety data sheet). Employees should be trained on the proper disposal procedures for each hazardous material. Never dispose of hazardous materials in the regular garbage.
- **Conduct regular inspections:** Regular inspections should be conducted to ensure that hazardous materials are being handled and stored properly. Any deficiencies or hazards should be addressed immediately.

By following a WHMIS plan written specifically for your worksite, food handlers can minimize the risks associated with hazardous materials in the workplace and promote a safe and healthy work environment.

WHMIS symbols should be clearly marked on hazardous materials. Below are only a few examples of the many WHMIS symbols you will see on hazardous materials found in a kitchen.

Kitchen Safety

Fires

The following are the most common factors that cause fires in a kitchen:

- **Unattended cooking:** Leaving food unattended while it's being cooked is a leading cause of kitchen fires. A momentary distraction can easily lead to overheating, burning or ignition of flammable materials.
- **Oil and grease:** Cooking with oil or grease, particularly at high temperatures, can be hazardous. If oil or grease overheats, it can ignite and quickly spread flames. If you have ever heard of the term "smoke point" when referring to cooking oils, it means that oil can get to the smoke point temperature (usually indicated on the label) safely without combusting. However, if the temperature goes above the smoke point, it is likely to burst into flame.

Do not use water to put out a grease fire. Putting water on a grease fire will cause an explosion of flames.

The fire extinguisher is the most effective tool in the kitchen to put out a fire.

In the Cache kitchen, the fire extinguisher is located on the wall to the left of the stove.

If you have never operated a fire extinguisher, please notify your supervisor so you can receive training on this life-saving device.

- **Flammable materials:** Placing flammable objects like potholders, paper towels, kitchen towels or clothing too close to a heat source can result in a fire. These items catch fire easily if they come into contact with a hot stove or open flame.
- **Electrical issues:** Faulty electrical appliances, frayed cords or overloaded electrical outlets in the kitchen can cause electrical fires. Malfunctioning appliances or improperly used electrical devices can also be fire hazards.

If you notice an electrical hazard it is your responsibility to notify your supervisor immediately and make your coworkers aware of this hazard.

- **Cooking equipment malfunctions:** Defective or malfunctioning cooking equipment, such as stoves, ovens or microwaves, can pose fire risks. If the appliances are not properly maintained, it increases the chances of a fire.
- **Careless handling of flammable substances:** Storing flammable liquids, such as cooking oils, cleaning agents or alcohol, near heat sources can be dangerous. Accidental spills or improper handling of these substances can lead to fires.
- **Combustible materials in the oven:** Placing flammable items, such as food packaging, plastic containers or aluminum foil, inside the oven can cause a fire when exposed to high temperatures.
- **Improper use of appliances:** Misusing appliances or using them for unintended purposes can lead to fires. For example, using a microwave to heat objects it is not designed for or placing metal objects inside can cause sparks and fires.

To prevent kitchen fires, it is important to practice safe cooking habits, be attentive while cooking, maintain appliances, keep flammable materials away from heat sources, and have fire safety equipment such as fire extinguishers and smoke detectors readily available.

Injuries

One of the most common injuries in a commercial kitchen is burns. Burns can range from minor to severe, depending on the extent of the contact with the heat source or hot object. If you or a coworker burn yourself, first eliminate the cause of the burn (e.g., cause: a fire or pot boiled over; remedy: extinguish the fire or turn off the heat) and then treat your injury. Notify your coworkers and supervisor.

Other common injuries in commercial kitchens include cuts and lacerations, which can happen while handling sharp knives or kitchen equipment.

Most cuts and lacerations happen when workers are distracted.

Constant talking while handling a knife distracts both you and your coworkers. Keep this in mind when you or your coworkers are performing chopping duties. If you or a coworker cut yourself, treat the injury immediately, discard any food that may be contaminated by blood, sanitize the sharp item that caused the cut, and notify your coworkers and supervisor if necessary.

Slip and fall accidents

Slips and falls in the kitchen are usually due to spills, wet floors, greasy surfaces and improper footwear. These accidents can result in bruises, sprains, strains or even more serious injuries like fractures. If you spill any liquid on the floor, alert your coworkers to that potential hazard.

Stop what you are doing and clean up the spill immediately.

Place the yellow plastic placard over the spill and use the appropriate cleaning tools and materials to eliminate the hazard.

Repetitive motion and overexertion Injuries

Employees in commercial kitchens may experience injuries related to repetitive motions or overexertion, such as strains or musculoskeletal disorders. Pay attention to your body while you are working, adjust your posture often, take a break when you need one, notice how you are holding your knife and adjust your body and workstation to relieve strain on your hands, wrists, shoulders and back. It is your responsibility to ensure the ergonomics of your body are correct and do not lead to a repetitive injury. For example: lift a heavy object by squatting with your knees and then lifting with your legs instead of bending over and lifting with your back.

Handling chemicals

Chemical burns or respiratory problems can occur if proper safety precautions are not taken when handling cleaning chemicals or exposure to fumes. Before handling cleaning chemicals, read the label on the cleaning product and use the appropriate PPE (personal protection equipment) to avoid injuries. In the Cache kitchen, activate the exhaust fan — this switch is located on the electrical panel near the door to the back hallway and is marked. The exhaust fan pulls contaminated air out of the kitchen. As the contaminated air is pulled out, fresh air is pulled in through the fresh air port of the air exchange system.

To prevent injuries, it is important for kitchen staff to receive proper training in safety procedures, use protective equipment when necessary, pay attention to your surroundings, and maintain a clean and organized workspace. Regular inspections and adherence to safety guidelines can significantly reduce the risk of accidents and injuries.

First aid training is provided to all employees. If you have not received it, notify the urban nutrition coordinator.

Maintaining a safe worksite is everyone's responsibility.


Freezer 4
Moose Only

Contacts for repairs and suppliers

Kitchen repairs

If you notice a piece of equipment is malfunctioning, or an issue onsite is hazardous or potentially hazardous, alert your coworkers and the urban nutrition coordinator of this issue as soon as you notice it.

Fill out a request for equipment repair/maintenance request form. The form is located in the bottom drawer of the black filing cabinet and also on SharePoint.

In the absence of a supervisor and if the situation is urgent and requires the need to reach out immediately:

- The large appliances in the Cache kitchen; ovens, range, walk-in cooling units, dishwasher and large mixer are rented from Glenys Baltimore of the Chocolate Claim (867) 667-2202.
- The landlord is Mark Pike of Crowe MacKay (upstairs). Issues that pertain directly to the building maintenance (heat not working, parking area obstruction or building safety issue etc.) would be directed to him.

Before contacting a repair person, review the equipment manual to problem solve the issue first. Equipment manuals are located in the black filing cabinet.

All repairs are to go through the urban nutrition coordinator.
For reference only, the list below are who we currently use to service the following equipment:

- **Stand mixer**
  Mobile Domestic Appliance Repair
  (867) 322-0494
- **Range (stove and oven combo)**
  Mobile Domestic Appliance Repair
  (867) 322-0494
- **Ovens**
  Mobile Domestic Appliance Repair
  (867) 322-0494
- **Washer and Dryer**
  Mobile Domestic Appliance Repair
  (867) 322-0494
- **Walk-In Cooler**
  HVAC Yukon
  (867) 393-4822
- **Walk-In Freezer**
  HVAC Yukon
  (867) 393-4822
- **Chest Freezers**
  Mobile Domestic Appliance Repair
  (867) 322-0494
- **Alarm System**
  Absolute Security
  (867) 456-4955
- **Printer in front office area**
  YFNED program admin
- **Locks and door entry issues**
  Locksmith Services
  (867) 667-2281

Food suppliers

As mentioned previously in this manual, ordering food in bulk saves money and time, as most of these items are delivered. Many industrial goods used at the Cache kitchen come from wholesale food suppliers.

The following is a list of food and food product suppliers we regularly do business with:

- **G-P Distributing**
  Teresa Shewchuk
  (867) 667-4500 extension 1 — bulk food purchasing, kitchen-related paper products and chemicals for cleaning.
- **GFS (Gordon Food Services)**
  Mike Gignac
  (867) 689-5019 — bulk food purchasing, kitchen-related paper products and chemicals for cleaning.
- **Sysco, Greg**
  (867) 334-4541 — bulk food purchasing, kitchen-related paper products and chemicals for cleaning.
- **Real Canadian Superstore**
  Purchase order
- **Wykes' Your Independent Grocer**
  Account
- **Save-On-Foods**
  Purchase order
- **Yukon Service Supply**
  (867) 668-4242 — dishwashing detergent, cleaning chemicals, small wares, paper products, compostable dishware and food storage containers.
- **Stacey's Butcher**
  (867) 393-2565
- **Little Red Hen Eggs (Mandalay Farms)**
  (867) 668-7855
- **ColdAcre**
  (867) 332-4989
- **Yukon Grain Farms**
  (867) 633-4092

Forms

Kitchen

Utilizing forms made specifically for your kitchen helps keep the workplace and the workers organized and encourages everyone to operate on the same routine.

Forms commonly used in food service include:

- Ordering forms for food and other supplies.
- Daily task lists and pass on information.
- Cleaning schedule for in-depth cleaning (ovens, walk-in cooling units etc.).
- Daily cleaning tasks.
- Temperature logs for food handling appliances.
- Requests for service of major appliances, equipment and location repairs.

These forms are found in the bottom drawer of the black filing cabinet in the front office area of the Cache kitchen. If you can't find them, please ask. Before you use the last one, please make more copies. The digital version of each of these forms is saved on SharePoint, which you have access to. Examples of forms commonly used are at the back of this manual for reference only.

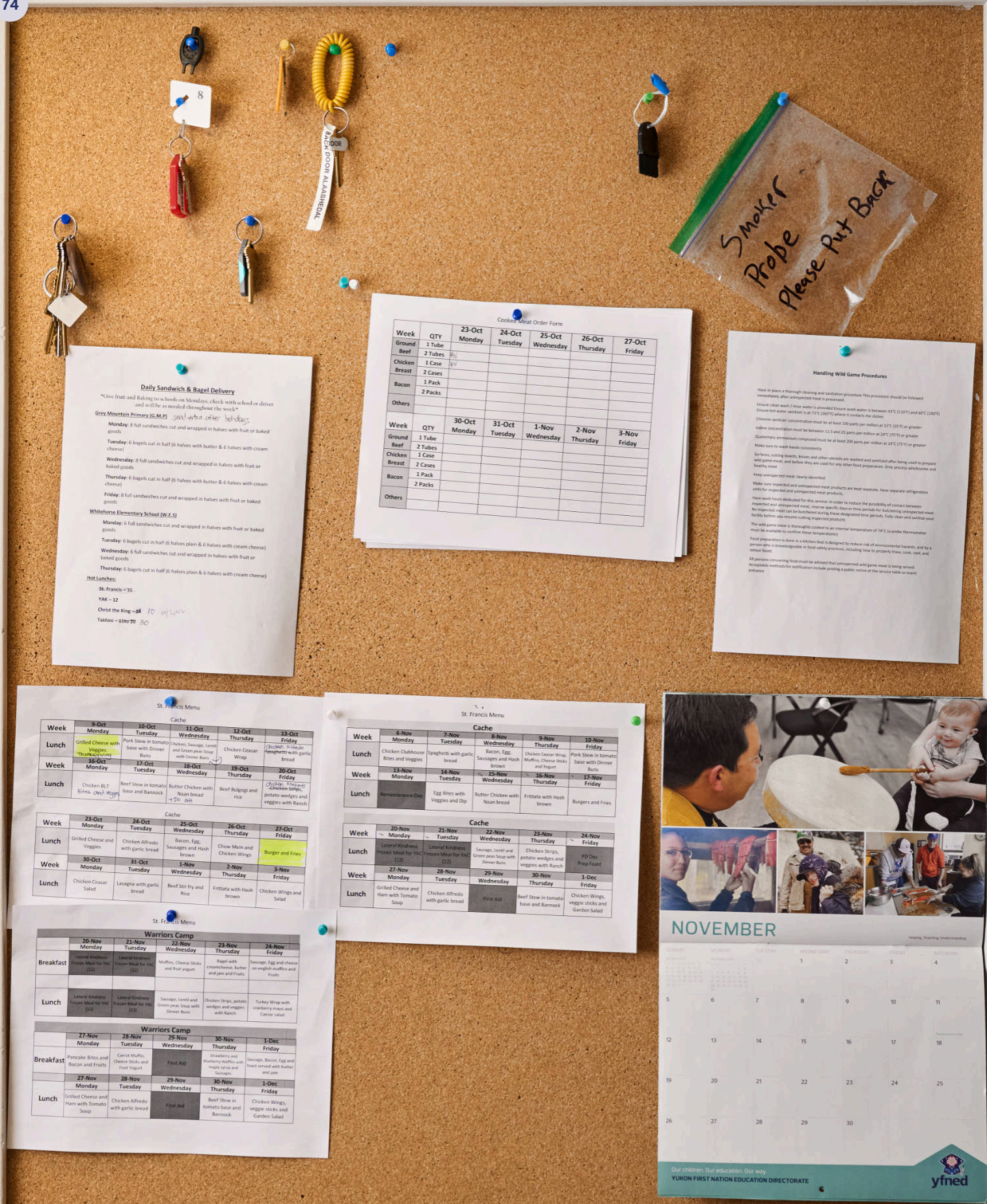
Employee

Employee forms include:

- Time sheet
- Weekly Mileage form
- Incident Report form
- Leave form
- Overtime & Excess Hours Request form

Examples of these forms are at the back of this manual. These forms are found in the bottom drawer of the black filing cabinet in the front area of the Cache kitchen office. If you can't find them, please ask. Before you use the last one, please make more copies. The digital version of each of these forms is saved on SharePoint, which you have access to.

Consult with a fellow employee for guidance on how to fill out a form. Asking your coworkers for help and guidance establishes healthy work relationships and eases the workload of your supervisor when they do not have to answer questions that most of your coworkers are able to answer.



Daily Sandwich & Bagel Delivery

Give fruit and flaking to schools on Mondays, check with school or driver and will be as needed throughout the week

Grey Mountain Primary (G.M.P) - sandwhs other holidays

Monday: 8 full sandwiches cut and wrapped in halves with fruit or baked goods

Tuesday: 6 bagels cut in half (6 halves with butter & 6 halves with cream cheese)

Wednesday: 8 full sandwiches cut and wrapped in halves with fruit or baked goods

Thursday: 6 bagels cut in half (6 halves with butter & 6 halves with cream cheese)

Friday: 8 full sandwiches cut and wrapped in halves with fruit or baked goods

Whitehorse Elementary School (W.E.S)

Monday: 6 full sandwiches cut and wrapped in halves with fruit or baked goods

Tuesday: 6 bagels cut in half (6 halves plain & 6 halves with cream cheese)

Wednesday: 6 full sandwiches cut and wrapped in halves with fruit or baked goods

Thursday: 6 bagels cut in half (6 halves plain & 6 halves with cream cheese)

Hot Lunches:

St. Francis ~35

YAK ~ 12

Christ the King ~~24~~ 10 in spare

Takhini ~~15 to 20~~ 30

Cooked Meat Order Form

Week	QTY	23-Oct Monday	24-Oct Tuesday	25-Oct Wednesday	26-Oct Thursday	27-Oct Friday
Ground Beef	1 Tube					
	2 Tubes					
Chicken Breast	1 Case					
	2 Cases					
Bacon	1 Pack					
	2 Packs					
Others						

Week	QTY	30-Oct Monday	31-Oct Tuesday	1-Nov Wednesday	2-Nov Thursday	3-Nov Friday
Ground Beef	1 Tube					
	2 Tubes					
Chicken Breast	1 Case					
	2 Cases					
Bacon	1 Pack					
	2 Packs					
Others						

Handling Wild Game Procedures

Have in place a thorough cleaning and sanitization procedure This procedure should be followed immediately after unInspected meat is processed.

Ensure clean wash / rinse water is provided Ensure wash water is between 43°C (110°F) and 60°C (140°F)

Ensure hot water sanitizer is at 71°C (160°F) where it contacts the dishes

Chlorine sanitizer concentration must be at least 100 parts per million at 13°C (55°F) or greater

Iodine concentration must be between 12.5 and 25 parts per million at 24°C (75°F) or greater

Quaternary ammonium compound must be at least 200 parts per million at 24°C (75°F) or greater

Make sure to wash hands consistently

Surfaces, cutting boards, knives and other utensils are washed and sanitized after being used to prepare wild game meat, and before they are used for any other food preparation. Only process wholesome and healthy meat

Keep uninspected meat clearly identified

Make sure inspected and uninspected meat products are kept separate. Have separate refrigeration units for inspected and uninspected meat products.

Have work hours dedicated for this service. In order to reduce the possibility of contact between inspected and uninspected meat, reserve specific days or time periods for butchering uninspected meat. No inspected meat can be butchered during these designated time periods. Fully clean and sanitize your facility before you resume cutting inspected products.

The wild game meat is thoroughly cooked to an an internal temperature of 74°C (a probe thermometer must be available to confirm these temperatures)

Food preparation is done in a kitchen that is designed to reduce risk of environmental hazards, and by a person who is knowledgeable in food safety practices, including how to properly thaw, cook, cool, and reheat foods.

All persons consuming food must be advised that unInspected wild game meat is being served Acceptable methods for notification include posting a public notice at the service table or event entrance

St. Francis Menu

Cache

Week	9-Oct Monday	10-Oct Tuesday	11-Oct Wednesday	12-Oct Thursday	13-Oct Friday
Lunch	Grilled Cheese with Veggies Thanksgiving	Pork Stew in tomato base with Dinner Buns	Chicken, Sausage, Lentil and Green peas Soup with Dinner Buns	Chicken Ceasar Wrap	Chicken Alfredo Spaghetti with garlic bread
Week	16-Oct Monday	17-Oct Tuesday	18-Oct Wednesday	19-Oct Thursday	20-Oct Friday
Lunch	Chicken BLT Extra and Veggies	Beef Stew in tomato base and Bannock	Butter Chicken with Naan bread +2c dal	Beef Bulgogi and rice	Chicken Alfredo Chicken Strips, potato wedges and veggies with Ranch

Cache

Week	23-Oct Monday	24-Oct Tuesday	25-Oct Wednesday	26-Oct Thursday	27-Oct Friday
Lunch	Grilled Cheese and Veggies	Chicken Alfredo with garlic bread	Bacon, Egg, Sausages and Hash brown	Chow Mein and Chicken Wings	Burger and Fries
Week	30-Oct Monday	31-Oct Tuesday	1-Nov Wednesday	2-Nov Thursday	3-Nov Friday
Lunch	Chicken Ceasar Salad	Lasagna with garlic bread	Beef Stir fry and Rice	Frittata with Hash brown	Chicken Wings and Salad

St. Francis Menu

Cache

Week	6-Nov Monday	7-Nov Tuesday	8-Nov Wednesday	9-Nov Thursday	10-Nov Friday
Lunch	Chicken Clubhouse Bites and Veggies	Spaghetti with garlic bread	Bacon, Egg, Sausages and Hash brown	Chicken Ceaser Wrap, Muffins, Cheese Sticks and Yogurt	Pork Stew in tomato base with Dinner Buns
Week	13-Nov Monday	14-Nov Tuesday	15-Nov Wednesday	16-Nov Thursday	17-Nov Friday
Lunch	Remembrance Day	Egg Bites with Veggies and Dip	Butter Chicken with Naan bread	Frittata with Hash brown	Burgers and Fries

Cache

Week	20-Nov Monday	21-Nov Tuesday	22-Nov Wednesday	23-Nov Thursday	24-Nov Friday
Lunch	Lateral Kindness Frozen Meal for YAC (12)	Lateral Kindness Frozen Meal for YAC (12)	Sausage, Lentil and Green peas Soup with Dinner Buns	Chicken Strips, potato wedges and veggies with Ranch	PD Day Prep Feast
Week	27-Nov Monday	28-Nov Tuesday	29-Nov Wednesday	30-Nov Thursday	1-Dec Friday
Lunch	Grilled Cheese and Ham with Tomato Soup	Chicken Alfredo with garlic bread	First Aid	Beef Stew in tomato base and Bannock	Chicken Wings, veggie sticks and Garden Salad

St. Francis Menu

Warriors Camp

	20-Nov Monday	21-Nov Tuesday	22-Nov Wednesday	23-Nov Thursday	24-Nov Friday
Breakfast	Lateral Kindness Frozen Meal for YAC (12)	Lateral Kindness Frozen Meal for YAC (12)	Muffins, Cheese Sticks and fruit yogurt	Bagel with creamcheese, butter and jam and Fruits	Sausage, Egg and cheese on english muffins and Fruits
Lunch	Lateral Kindness Frozen Meal for YAC (12)	Lateral Kindness Frozen Meal for YAC (12)	Sausage, Lentil and Green peas Soup with Dinner Buns	Chicken Strips, potato wedges and veggies with Ranch	Turkey Wrap with cranberry mayo and Caesar salad

Warriors Camp

	27-Nov Monday	28-Nov Tuesday	29-Nov Wednesday	30-Nov Thursday	1-Dec Friday
Breakfast	Pancake Bites and Bacon and Fruits	Carrot Muffin, Cheese Sticks and Fruit Yogurt	First Aid	Strawberry and Blueberry Waffles with maple syrup and Sausages	Sausage, Bacon, Egg and toast served with butter and jam
Lunch	Grilled Cheese and Ham with Tomato Soup	Chicken Alfredo with garlic bread	First Aid	Beef Stew in tomato base and Bannock	Chicken Wings, veggie sticks and Garden Salad

NOVEMBER

Helping. Reaching. Understanding.

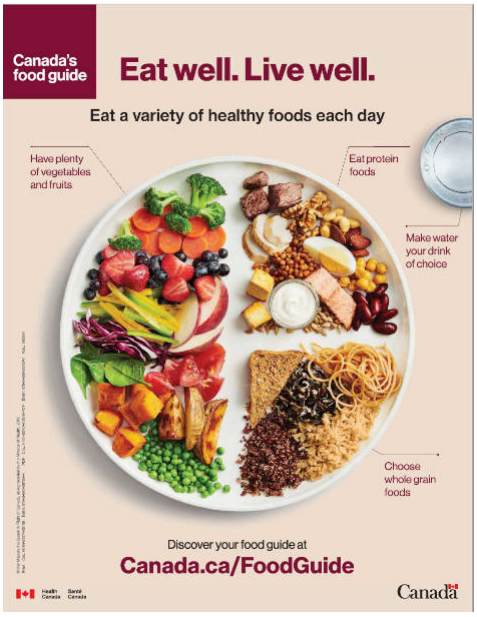
SUNDAY	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY
			1	2	3	4
5	6	7	8	9	10	11
12	13	14	15	16	17	18
19	20	21	22	23	24	25
26	27	28	29	30		

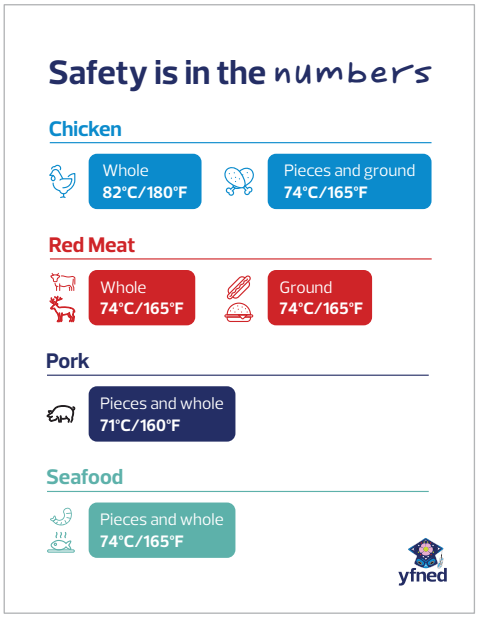
Our children. Our education. Our way.
YUKON FIRST NATION EDUCATION DIRECTORATE
yfned

Printable Placards

Here are examples of placards we use in YFNED kitchens. Placards posted around your worksite help remind all workers of safe food handling procedures and provide quick reference to required processes/policies. For example: food-safe internal cooking temperatures; high, medium and low-risk PHF; proper handwashing technique; the food handling danger zone and more. Print these handy placards and post them in the areas of the worksite where they are most relevant (i.e., internal cooking temperature chart near the stove/oven, handwash poster near the handwash stations etc.).

The placards are saved digitally on SharePoint, and you may print from there.





Notes


yfnef
NUTRITION PROGRAM
BIDDEGEE

Appendix – Locations

The YFNED Urban Nutrition Program is provided at the following Whitehorse schools:

- **Christ the King Elementary (CKES)**
  20 Nisutlin Drive, Y1A 3S5
  (867) 667-3527
- **Elijah Smith Elementary (ESES)**
  1399 Hamilton Boulevard, Y1A 6G3
  (867) 667-5992
- **F.H. Collins Secondary (FH)**
  1001 Lewes Boulevard, Y1A 3J1
  (867) 667-8665
- **Golden Horn Elementary (GHES)**
  Lot 209 Duncan Drive, Y1A 7A1
  (867) 667-8130
- **Grey Mountain Primary (GMP)**
  186 Alsek Road, Y1A 4N9
  (867) 667-5189
- **Hidden Valley Elementary (HVES)**
  5 MacPherson Road, Y1A 5S3
  (867) 667-8164
- **Holy Family Elementary (HFES)**
  55 Wann Road, Y1A 5X4
  (867) 667-3500
- **Individual Learning Centre (ILC)**
  Suite 500, 4201-4th Avenue, Y1A 5A1
  (867) 667-8288
- **Jack Hulland Elementary (JHES)**
  1304 Fir Street, Y1A 4C4
  (867) 667-8496
- **Porter Creek Secondary (PCSS)**
  1405 Hickory Street, Y1A 4M4
  (867) 667-8044
- **Selkirk Elementary (SES)**
  5 Selkirk Street, Y1A 3J5
  (867) 667-3688
- **St. Francis of Assisi Catholic Secondary (SFAS)**
  16 Duke Street, Y1A 4M2
  (867) 667-5901
- **Takhini Elementary (TES)**
  526 Range Road, Y1A 3A3
  (867) 667-3625
- **Teen Parent Centre (TPC)**
  1001B Lewes Blvd, Y1A 5P9
  (867) 667-3421
- **Whitehorse Elementary (WES)**
  4181 4th Avenue, Y1A 1J7
  (867) 667-8083
- **Wood Street Centre (WSC)**
  411 Wood Street, Y1A 2E9
  (867) 667-8413
- **Youth Achievement Centre (YAC)**
  501 Taylor Street, Y1A 1T7
  (867) 667-3759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