



LOGAN SQUARE KITCHEN

SUSTAINABLE KITCHEN & DINING

Kitchen Operations Manual as of June 2011

In Case of Emergency: Zina's cell: 773-550-9642, Nick's cell: 773-550-9641, HOME: 773-342-1773
Call HOME number if no cell answer. Please put these numbers in your phone. Locked out without your phone? Zina & Nicholas S Murray are listed with 411 information, address on N. Troy St.

<p><u><i>You Supply</i></u> Post original sanitation certificate & license Head covering & hair restraints Proper shoes Product ingredients & packaging All small wares/gear All towels and rags Aprons, mitts, gloves</p>	<p><u><i>We Supply</i></u> Kitchen equipment per floor plan Ice & filtered water Reusable drinking bottles All cleaning supplies (except towels) Waste cans & liners Mops & brooms</p>
<p><u><i>Loading/Unloading</i></u> - Enter/exit from Kitchen back door - Back in next to dumpsters to load/unload supplies - After deliveries complete, move vehicle. - <i>Do not leave car in loading zone.</i></p>	<p><u><i>Parking</i></u> - No meters on Fullerton, Medill, Belden, Sacramento; Fullerton street sweeping Thursdays - Meters on Milwaukee & California 2-hour limit - Side street north of Fullerton is Zone 96 (Logan Square) permit parking</p>
<p><u><i>Do's</i></u> - Be aware of your neighbors in Kitchen - Prep any helpers about food safety and attire - Communicate with neighbors about dish room - Pick up utensils by handles, not food contact end - Leave tables clean for next client - Clean after pickups/deliveries too</p>	<p><u><i>Don'ts</i></u> - Do not put hot food in refrigerator; use ice bins and ice wands - Handle phones and then go back to production - NO, it doesn't matter if you just check your phone - Wear a ponytail - Leave without asking neighbors about dish room</p>

Reservations

- Review calendar at http://schedule.logansquarekitchen.com/schedule/Logan_Square_Kitchen/Kitchen_Galleys
- Default view shows month view; at top of big calendar, click 'day' tab to see start/end times of all reservations
- ***Ready to book? Email zina@logansquarekitchen.com and include:***
 - o ***Desired galley***
 - o ***Date, start time and end time***
 - o Please do this for each reservation you make
 - o You're free to book multiple weeks or months in advance
 - o Cancellation policy: if you cancel within 5 days and time is not rebooked, you pay half your fee
- You'll receive a confirmation email and see your reservation on the schedule
- Billing begins at reservation start time or your arrival at building, whichever is earlier
- Billing ends when you load out.



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While Working – wash hands early and often!

- Enter/exit through back door
- Front door has security alarm. Don't open unless you want to come to court with Zina and pay the fine
- Note arrival time on time sheet
 - o Your billable time starts upon arrival or your reservation time, whichever is earlier
 - o Log times in to nearest five minute interval
- **Post, at all times while working:**
 - o **City and State sanitation certificates**
 - o **Chicago business license and health inspection certificate, OR**
 - o **Farmer's market email/letter of acceptance**
- Observe all health code requirements – we'll check in with you
- Always, always, wash hands after every single handling of your cell phone
- Proper attire—heads covered, proper shoes, proper clothing are required
- **No cell phone use, step to back door or waitress station, wash hands after your call**
- No headphone use
- 911 land line phone on high wall at back door
- First Aid kit on top shelf in scullery, band aids in kitchen drawers
- Filtered water, disposable sport bottles/coffee cups in wait station
- Use basement bathrooms
- Any problems or issues, notify LSK staff immediately- Zina & Nick emergency #'s posted in Pastry Galleys

Production

- All aspects of product production must take place on premises—from opening of ingredients through to packaging and labeling.
- Ingredients must be labeled/dated once opened
 - o We must be able to trace source of products/ingredients for food safety—plan to produce receipts within 24 hours of request
 - o Storage may be shared; roommates keep each other informed and adhere to best practices
- All product must be labeled-- in freezer, refrigerator and dry storage if opened, finished, or in any stage of production. Label must include:
 - o **BUSINESS NAME or INITIALS**
 - o **ITEM NAME**
 - o **DATE OPENED OR PREPARED**
 - o **USE BY DATE** (for ready-to-eat, 7 days; for open/prepped items- use mfr's expiration date)
- **Labeled items in cages must be easily seen from outside locked cage.**
- Final assembly/packaging/labeling must take place on premises. Code requires business address on every label; this should NOT be LSK street address, but your business address

Cleaning

- Cleaning checklist posted in each galley
- Use gravity: start from the top and clean down
- Cleaning dish room is part of the gig; **check catch tray in dishwasher**
- Cleaning supplies in dish room, mop heads labeled for Kitchen or Dining Room
- Trash, sweep, mop last
- All rags must be taken out at end of each shift
- Wipe down tables **AFTER** loading out



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Wrapping Up

- ALL FOOD LABELED?
 - o Pantry cage ingredients should have label visible when in a locked cage
 - o Prepared food requires an ingredient label.
- Check with others to consolidate trash, take out trash. Dumpster keys hanging at WIC door
- Check with remaining neighbors on dish room
 - o if 3-compartment should be drained/refilled, and if dishwasher should be left on
 - o Shutting off dishwasher? **Remember to wash catch tray in bottom of unit.**
- **Make sure doors of your cages are closed.**
- **Only store minimal items on cage roof; stack neatly; remember, we move cages to clean.**
- Check out with LSK staff
- Initial/sign out on time sheet
- Pull up at back door to load
- **Check to confirm back door is locked**

Mop Room/Dish Room

- **Stand wet mops on yellow "wet floor" standing signs in mop sink, not on the floor**
- Mop bucket rolls under shelves
- Broom/dustpan next to 3-compartment sink
- Be sure to scour sinks if needed
- SHUT OFF dishwasher, clean out inside catch tray

Waste

- Observe recycling Tip Sheet in each Galley: Recycle? YES/NO
- Check with others to combine trash and recycling
- Dumpster keys hang next to walk-in cooler door; includes key for back door
- Trash dumpster is GREEN, Recycling dumpster is GRAY- see symbol 

Next Time

Reservations are first come, first serve

Remember to indicate which galley, start and stop time in your request

See available kitchen time at www.logansquarekitchen.com/kitchen and click "Kitchen Schedule"

Email info@logansquarekitchen.com your reservation request