

KITCHEN MANUAL



Triple C Camp
920 Camp Road
Charlottesville, VA 22902-7454
434.293.2529
www.tripleccamp.com

WELCOME TO TRIPLE C CAMP

As a food service staff member, you are also a member of the entire camp family. Spending the summer at a camp can be one of the most rewarding experiences a person can undertake. Learning to live with, and becoming close to, campers and our staff is what we are all about.

Triple C Camp's camping philosophy only serves to enhance those relationships. Everyone is an imperfect human being. All you can hope to do is learn from mistakes, correct any wrongs you have done, do everything you can to not repeat them, and go on. With the emphasis placed on trying your best and enjoying yourself, people at Triple C are comfortable just being themselves.

THE TEAM EFFORT

The kitchen crew is a team. Some jobs are more unpleasant than others. It is unfair to have the same person do it all of the time. So based on position some jobs and duties will be rotated. A happy, efficient kitchen is dependent on each team member giving their all. A high level of open communication is needed amongst the kitchen crew.

There is no question that this is a hard job. The hours are long and the work is laborious. The joy of being a part of this staff is in the fun you have working together and knowing that you are benefiting the children and staff we serve. They are worth all of our effort and more!

ATTIRE

You are expected to dress cleanly and appropriately while working in the kitchen. Your hair, clothes and body must be clean. Wash your hair and bathe everyday. Hand washing is extremely important! Please wash your hands before entering the kitchen and continually throughout the day. A guide to proper hand washing is attached. **Closed-toe shoes and socks must be worn at all times.** You will need to wear your hair short, tied back or wear a head covering of some sort. You should never have hair hang while working with food. Never wear jewelry except a plain wedding band while preparing food. Any cuts or sores must be covered with a bandage. Remember, people see you before they see the food. **If you are unkempt, the food isn't going to look very appealing either.** Gloves are provided for food preparation and food service.



SAFETY

For safety reasons, there must be absolutely no "horseplay" in the kitchen. It is far too easy to slip on a wet floor and be seriously injured.

All accidents or injuries must be reported, documented, and dealt with immediately.

DAILY RESPONSIBILITIES

During the summer you will be responsible for SHARING cook and cleanup duties.



THE COOKS

Cook 1 must be in the kitchen by no later than 7:00 A.M. An earlier time maybe needed based on the individual and the any prep which was not completed the evening before. Once in the kitchen the cook will beginning any preparations for the hot/entree breakfast, coffee, tea etc. By **7:15 A.M.** the following will be ready: the toaster, breads, fruit, yogurts, cereal, milk, and juice. Hot/entrée breakfast is to be out at **7:30 A.M.** Breakfast food is to remain on the buffet until 7:45. Following Breakfast: clean up, prep for snack, prep for lunch, weekly cleaning, inventory and planning ahead. Every day temperatures must be recorded for all the appliances.

The other cook (Cook 2) must be in the kitchen by 8:00 A.M. to assist with clean up, prep for snack, prep for lunch, weekly cleaning, inventory and planning ahead. The buffet must be cleared and cleaned by 8:10 A.M. (before the A.M. Staff Meeting)

Once breakfast is cleared snack should be prepared, other daily responsibilities taken care of and if applicable lunch prep begun. This may also be a good time to stock, inventory and prepare orders. It is possible Cook 1 may have a break at this time based on communication between both cooks.

A staff member must be in the kitchen during snack serving times. Snack is available 9:10 to 9:30 and 3:00 to 3:30.

Both cooks will be in the kitchen by 10:15 A.M. or earlier based on the menu of the day. At this time any remaining clean up from snack is to be done as well continue to prepare lunch.

COOKOUTS & SPECIAL REQUESTS

Throughout the summer there will be cookouts. The Great Outdoors campers will be cooking out on **WEDNESDAYS**; therefore they will not be dining in the dining hall. This group will submit Activity Requests, which will detail the menu requested. The food items will be prepared and packed into coolers for the group members to come and pick up. Other groups may make requests through the summer for things such as prepared cookie dough, jello, puddings etc. The directors will approve Activity Requests before they are passed on to the Kitchen staff for implementation.

THINGS TO REMEMBER



WHENEVER YOU ARE HANDLING FOOD YOU MUST WEAR PLASTIC GLOVES AND USE PROPER HAND WASHING TECHNIQUES PRIOR TO PUTTING THE GLOVES ON. THE HEALTH OF EVERY PERSON IN CAMP IS LITERALLY IN YOUR HANDS!!!

The ketchup, mustard and salad dressing containers are to be wiped down after each use. They are not to be refilled after each use. Condiment containers must be used until empty, wash and filled. **Never put away anything that isn't clean.**

Never put food away uncovered. Some foods will pick up the odors of other items. If the food is not in a tightly sealed container, cover it with plastic or aluminum wrap. Food must be stored in food grade containers only and labeled with contents and date.

The Breakfast Cook is to record all refrigerator, freezer, and food temperatures first thing each morning. The temperature must be logged in the logbook. Temperatures of food served during meals are to be recorded on the menus.

The refrigerators must be at 40 degrees F. Freezers must be at or below 0 degrees F. If there is a problem, report it to the office immediately.

The danger zone for food is from 40 degrees F to 140 degrees F. Food should not be held more than four hours during the entire food handling process between these temperatures. When cooling large batches of hot food, divide into several smaller ones in shallow pans with a depth of no more than two inches. Place on the upper shelves of the refrigerator. Place pans so air circulates around them. Label cooled and stored foods with the date and the time they were prepared. Food must be monitored and if not served within an appropriate amount of time, discard it.



Meat and fresh food must never come in contact with each other. All high protein foods (poultry, eggs, beans, and beef) have the potential to be contaminated with bacteria. They are not dangerous when cooked and held at proper temperatures. However, if they come in contact with a food item that is not cooked, it could be very dangerous.

Cross-contamination occurs when: 1) Hands touch raw foods then touch cooked or ready-to eat foods. 2) Food-contact surfaces that touch raw food are not cleaned and sanitized, then touch food that is ready-to-eat. 3) When cleaning items touch raw foods (or surfaces that are touched by raw food), are not cleaned and sanitized and then used on ready-to-eat food surfaces. 4) When raw or contaminated foods touch or drip fluids on cooked or ready-to-eat foods.

Use the meat cutting board for meat only and the vegetable cutting board for produce only. In the refrigerator keep the foods in their designated areas to avoid contact. Cooked and ready-to-eat foods must be stored above raw foods. Never touch a meat item then a produce or other ready to eat item. We cannot stress enough that these foods must not come in contact with each other.

Always use the first in, first out method of food storage. As new foods are received, put them to the back and use the older food first. Label all incoming food orders with the date received.

Keep cleaning supplies in labeled containers and in the proper locked storage area.

The sink area must be cleaned daily. This includes the walls and the floor around it. The floors around the sinks and cooking areas must be mopped every day to prevent grease build-up.



The dining room and kitchen will be swept daily. Remember, if you don't move it, under it won't get cleaned. Please move anything that is on the floor (don't drag it), sweep the floor, and then put the item back neatly. After the lunch sweeping, turn out all the lights. Make sure all the dishwashing equipment, dishes, flatware and pots and pans are put away and covered.

The entire kitchen floor is to be mopped every other day. The main floor of the Dining Hall is to be mopped on Saturday at a minimum and additionally as needed. The floor must be swept first. All items on the floor should be pickup up, and then replaced once the floor is dry.

Before you finish for the day, make sure there are no dishes, dirty towels or garbage left anywhere in the building. The garbage must be taken out after each meal. All counters must be washed off with a bleach solution, from the appropriately marked spray bottles. As a group you should walk through the kitchen and Dining Hall to make sure everything is in tip-top condition before you leave for the evening.

The juice for breakfast should be made at the end of the day. Leftover juice should be kept in a separate container and served first the next day. Never mix batches or flavors.



A fresh fruit bowl will be available at staff meals. The fruit should be rinsed and set out for staff meals. After each meal, the fruit should be brought in, re-rinsed and refrigerated (except bananas).

A salad bowl is available at lunch (if a vegetarian option is not the menued item) and dinnertime. Sides will vary based on product availability. Salad dressing containers should be wiped down before being returned to the refrigerators.

The trash cans should always have liners in them. They should be emptied each night, washed if needed, and have fresh liners for the morning. During meals, keep an eye on the containers to make sure they do not get too full and that the liners stay on the top rim. You should put several new liners on the bottom of the cans for quick replacement during meals.

We recycle according to the local recycling company guidelines. We will attempt to recycle tin cans, plastic containers, and cardboard. The cans and plastics must be cleaned out, paper removed, and put in the proper dumpster. Appropriate food scraps may be collected and used to feed the animals and/or in composting.

The post meal flatware and cup containers should be filled with warm water and pre-soak before each meal. This will help get a head start on cleaning those items.

If we run out of a particular item, with the exception of dessert, substitute with something we have. For example, bread for dinner rolls. For dessert, make sure each person takes only one each. Do not make substitutions on dessert until consulting with the Camp Director.

All food must be stored six inches off the ground and away from non-food items.

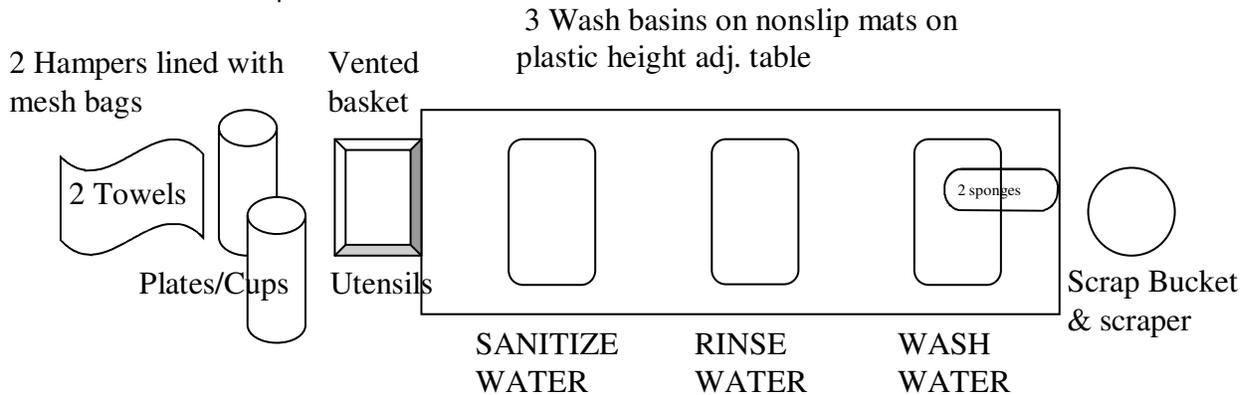
TRIPLE C CAMP STRIVES TO REDUCE, REUSE AND RECYCLE!



We have implemented many ways to help our earth. We recycle many items so please make sure you are aware of how our recycling program works. We are making an effort to lead by example. This includes using less water in the sinks to wash, less food waste, more composting of uneaten food items, growing our own vegetables and more. Support of this program is expected and appreciated.

WASHING STATIONS- Our campers and staff will wash their own plates, cups and utensils at lunch meals. This involves setting up the washing stations outside under tents. There are two sets of stations under each tent, one set is on lower tables for the younger campers. Based on what is served the wash basins may need to be changed multiple times. Kitchen staff will monitor the clean up stations and assist campers as needed.

There will be a total of 4 set ups as follows:



Things may come to those who wait, but only the things left by those who hustle"
-Abraham Lincoln

HAND WASHING

Always wash your hands when you start work and after you:

Use the washroom, handle raw food, touch your hair, face, or body, clean, take out the garbage; touch anything that may contaminate your hands.

1. Turn on warm water and wet hands.
2. Use soap and lather both hands and arms up to the elbow for a count of 15 seconds.
3. If bar soap is used, rinse off bar before returning it to the soap dish.
4. Make sure lather covers all skin on hands, especially around and under fingernails and between fingers.
5. Rinse hands thoroughly under running water.
6. Turn faucet off with paper towel.
7. Clean sink area and discard paper towels.



CLEANING PROCEDURE

1. WASH ALL SURFACES WITH AVAILABLE DETERGENT AND WATER. Include any areas that may be contaminated by hands or splash.
2. Rinse all surfaces free of detergent.
3. Sanitize cleaned surfaces with a solution of bleach water. Use one ounce of bleach per gallon water.
4. Do not rinse. Let dry.
5. Wash hands.

GUIDELINES FOR DISHWASHING

At Triple C Camp we use a 3-compartment sink system. As space is limited you must keep up with the pots and pans, utensils, cups and plates and have the extras washed up prior to meals.

Pre Scrape: Scrape excess soil from wares into garbage cans. Soak as long as possible.

Wash: Wash dishes in clean, hot soapy water. Wash cleanest dishes first, finishing with dirtiest. Minimize the amount of water used, and reload as needed.

Rinse: Rinse in clean, clear water.

Sanitize: Immersion for 30 seconds in clear solution of Bleach and water. Use one capful of Bleach for each 6 inches (15cm) of warm water. Monitor Bleach concentration with Chemical Test strips provided.

Dry: All items to air-dry 5 to 10 minutes before being put away. Cups, plates and flatware are to be dried in the appropriate racks to facilitate the best airflow. Fans may be directed toward the drying area.

THE NEED LIST

When you notice that we are down to a half case of anything, put it on the need list. There is no way we can know the status of every item used in the kitchen. We need and appreciate your help.



KITCHEN SUPRISES

Many times during the summer, you will know about special events that are happening at camp because they affect the meals. Surprise is a wonderful thing to keep the excitement of the camp high. Please, do not spoil it for the children by sharing your knowledge with anyone else in camp, including the counselors. Once the word is out, it is out.

BIRTHDAYS

We recognize each camper and staffer that has a Birthday while at Triple C Camp. The kitchen staff will prepare the Birthday Cupcake(s) based on a list they receive weekly from the office. Cupcakes are to be decorated and in a paper bowl in the refrigerator by **3:30** on the appropriate day. Please write in the individuals name on the bowl and the cabin group. Please note the allergy list (i.e. Chocolate) when preparing the cupcake.

SUMMER IS HERE

We know that this seems like a lot to remember, but before you know it, you will be in the swing of things and these procedures will be second nature to you. You'll have a chance to get to know each other and everyone else in camp. You'll have the chance to begin friendships that may last a lifetime. We are here to help you, listen to your suggestions and feedback. Feel free to come to us at any time

HELP EACH OTHER

**THE PHRASE: "IT'S NOT MY JOB" IS NOT IN OUR VOCABULARY!
COMMUNICATION!!**

BE ON TIME AND PREPARED TO GIVE IT YOUR BEST.



KITCHEN WEEKLY CLEANING RESPONSIBILITIES

Monday: Pantry is to be dusted and cleaned, starting in the upper corner and cleaning from the top down. Garbage cans are to be wiped and cleaned.

Tuesday: Food Truck & Bread Truck Delivery

Wednesday: The refrigerators are cleaned once a week, both inside and out, top to bottom. If it looks messy to you before the scheduled cleaning, please clean it.

Thursday: Drink Coolers are to be cleaned inside and out at a minimum of once a week.

Friday: Food Truck and Break Truck Delivery

Saturday: All rafters, beams, and corners overhead are to be swept, getting all cobwebs, dusts, etc. After cleaning above the head, the Hood needs to be cleaned. This is very important to prevent a fire! The Hood should be cleaned top to bottom, use a step stool, and get the top of the hood where the dust settles. The prep areas need to be cleaned. Wash down all shelves, walls, water heater, sink (and under the sink), and windows.

Sunday: Any additional cleaning as needed.

The main floor of the dining hall is to be mopped one day on the weekends (counselors will assist) at a minimum and additionally as needed. The floor must be swept first. All items on the floor should be picked up, and then replaced once the floor is dry.

Daily: All garbage out. The sink area must be cleaned daily. This includes the walls and the floor around it. The floors around the sink and cooking areas must be mopped every day to prevent grease build-up.

The dining room and kitchen will be swept daily. Remember, if you don't move it, under it won't get cleaned. Please move anything that is on the floor (don't drag it), sweep the floor, and then put the item back neatly. After sweeping, turn out lights and turn off the overhead fans. Make sure all the dishwashing equipment; dishes, flatware, pots and pans are put away and covered.

Every other day: The entire kitchen floor is to be swept and mopped every other day at a minimum.

COMMONWEALTH OF VIRGINIA
SUMMER CAMP SANITATION GUIDELINES

Storage, Handling and Preparation of Food

- A. All perishable food or beverages shall be held at temperatures of 45 degrees F or less, or 140 degrees F or higher at all items. Refrigeration units shall be adequately sized, kept clean, be equipped with a thermometer capable of reading 0 degrees – 220 degrees. If quantities of hot perishable foods are to be prepared and served then adequate units (i.e. steam table, etc.) for maintaining hot food temperatures shall be provided.
- B. All foods must be protected from possible contamination. As examples, food containers shall be kept covered and shall not be stored on the floor of the kitchen or walk-in cooler. Any raw vegetables, etc. shall be stored in clean protected areas away from files, dust or other methods of contamination. Such foods must be thoroughly washed before being cooked or stored. **Eggs** must be kept in a separate sealable container to prevent possible contamination.
- C. All utensils used in the preparation, cooking or service of food items shall be thoroughly cleaned (washed, rinsed and sanitized) after each use and stored in a clean, protected area of the kitchen.
- D. Fluid milk and milk products shall be pasteurized and shall meet the Grade A quality standards. The preference is to use ½ pint containers of milk; carton-packed milk must not exceed one-pint capacity. If commercially filled one- gallon containers are used then glasses must be filled and the jug(s) immediately refrigerated.
- E. Foods such as flour, sugar, syrup, cooking oil, spices, etc. which are not stored in their original product container shall be stored in a container which is clearly labeled to identify the contained food by its common name.
- F. Foods shall be prepared with the least possible handling, with suitable utensils, and shall be prepared on surfaces that have been thoroughly cleaned (washed, rinsed, and sanitized) to prevent cross contamination. Only water from an approved water supply shall be used.
- G. Potentially hazardous foods requiring cooking shall be cooked to heat all parts of the food to a temperature of at least 140 degrees F, except poultry and stuffed foods shall be cooked to at least 165 degrees F, and pork and foods containing pork to at least 150degreesF. A metal stem-type thermometer (scaled from 0degreesF to 220degreesF) shall be provided for checking hot and cold food temperatures.
- H. All foods must be properly thawed – a) while under refrigeration; b) under running water of 70degrees F or less; c) or through conventional cooking.
- I. Dry milk or dry milk products, if reconstituted, may be used in instant desserts and whipped products, and for cooking and baking purposes. Liquid, frozen, dry egg and egg products shall be used only for cooking and baking purposes.

Equipment and Utensils

- A. All kitchen tables and other kitchen surfaces shall be of easy to clean construction, smooth, free of breaks, open seams, cracks, pits and similar imperfections.
- B. All food contact surfaces (tabletops, grills, etc.) and non-food contact surfaces (ventilation hoods, exteriors of refrigerators, storage shelves, etc.) shall be kept clean and free of accumulations of grease, dust, dirt, food particles and other contaminants.
- C. Manual cleaning and sanitizing of equipment and utensils:
 1. Consists of three steps, washing, and then rinsing the surface to remove all soap residues, then sanitizing. A 3-compartment sink shall be used for this activity.
 2. The most common sanitization method used is chemical; immersion for at least one (1) minute in a clean solution containing at least 50 ppm of available chlorine as a hypo-chlorite (household bleach) at a temperature of at least 75degreesF. Another method is to immerse for at least 30 seconds in clean, hot water at a temperature of at least 170degreesF, but specially designed sinks are required.

3. All utensils and equipment shall be air-dried for at least 5 minutes before storing in a clear, protected location. If any hand drying is necessary, then use a clean paper towel, which is used for no other purpose.
- D. Some summer camps use mechanical dishwashing units for the washing, rinsing and sanitizing of all utensils and equipment. Such machines must be of an approved type and construction; home-style units are not approved.
- E. Many camps are now primarily using single-service ware (i.e., paper, plastic, Styrofoam, etc.). Such products are intended to be used one time and then to be discarded; plastic ware of this design, construction and durability cannot be reused. All single-service products must be stored in clean, protected areas of the kitchen and should be left inside the plastic liner until ready for us. Never store these items directly on the floor.
- F. Plastic milk jugs, bread bags, etc. are never to be reused. The plastic-type mayonnaise (mustard, coleslaw, etc.) jugs are only to be reused in the storage of dry, non-perishable food products.

Proper Hygienic Practices

- A. The camp kitchen is a restricted area. Only those individuals actively involved in food preparation and/or service should be allowed inside the kitchen.
- B. All such persons shall thoroughly wash their hands and the exposed portions of their arms with soap and water before handling food. Every kitchen shall have a designated hand washing lavatory for this purpose, and it shall be kept stocked with hand soap and disposable paper towels at all times. Under no circumstances shall any 3 – compartment (or additional 2 – compartment) sink be used for this purpose (unless specifically authorized by the representative of this Department).
- C. The kitchen staff shall wear clean outer clothing and shall have groomed hair and use **effective hair restraints**.
- D. If a staff member is ill or in any way communicable (is suffering from a respiratory infection; is afflicted with boils or other skin eruptions; has an infected cut or other wound on the hands or arms; etc.) then that person must be restricted from working in or around foods, and as a result the kitchen area, until well.
- E. All restroom doors must be self-closing.

Miscellaneous Sanitation Procedures

- A. All solid waste (garbage) must be stored in approved receptacles; must be kept covered. These garbage containers shall be kept clean, and the surrounding area free of waste material.
- B. Effective and approved methods (i.e., screening, rat proofing, pesticides, etc.) shall be utilized to minimize the presence of rodents, flies, cockroaches, etc. Protection shall be made effective by providing tight-fitting self-closing doors and screening at all windows and other entrances; note that screening shall not be less than sixteen mesh to the inch.
- C. Kitchen lights shall be shielded to protect against broken glass falling into food and onto food contact surfaces.

Grounds

The area outside the food preparation areas shall be kept free of trash and misc. debris such as unused equipment, lumber, bricks/blocks, etc. Area must be well drained, and free of any fly and or mosquito breeding sites.

Individual Water Supplies

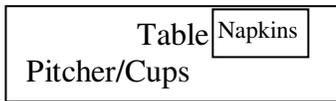
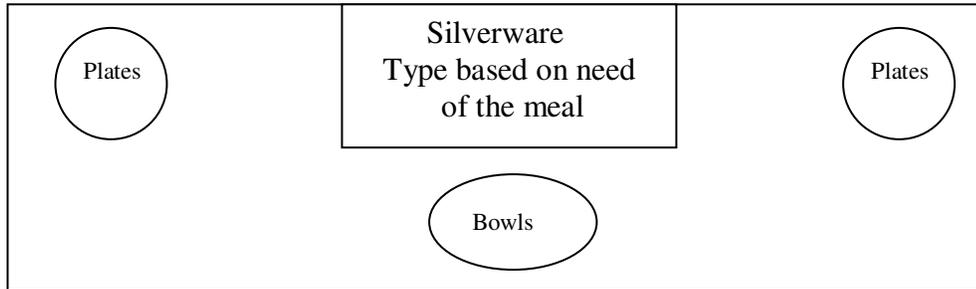
All summer camps must use water from an approved source. When a camp has their own individual supply, regular bacteriological sampling must be done. Each camp must submit a water sample well in advance of their projected opening date. The sample results (negative for a bacteriological presence) must be submitted in order for the camp to open.

IN DOOR

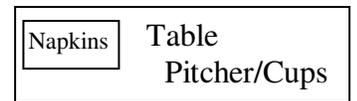
Non-Camper Buffet Layout

(STAFF, GROUPS, & SPECIAL EVENTS)

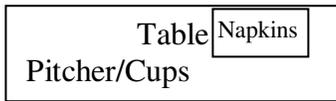
IN DOOR



Main Entrée



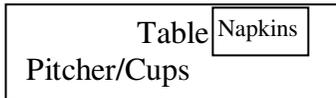
Sides



Vegetable



Crunch/Chip

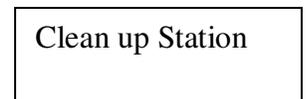
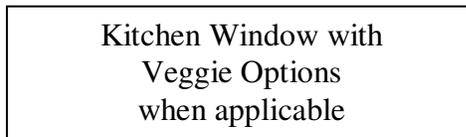
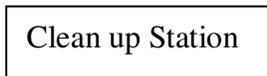


Fruit



Desserts

Condiments/Others



OUT DOOR

OUT DOOR

Camper Meals Buffet Layout

IN DOOR

IN DOOR



Main Entrée

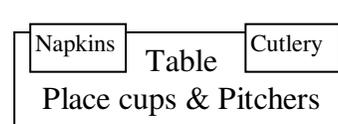
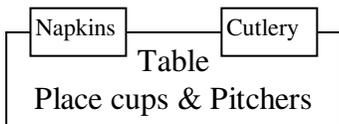
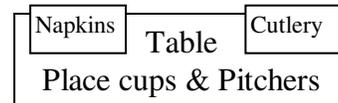
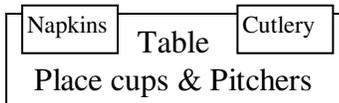
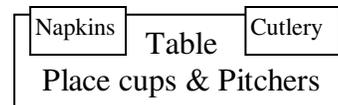
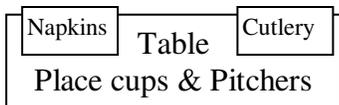
Sides

Vegetable

Crunch/Chip

Fruit

Condiments/Others



OUT DOOR

OUT DOOR

Kitchen Window with Peanut
Butter and Jelly Sandwiches
Veggie Options

Clean up Station under
tent, wash rinse,
sanitize, dry bags

Clean up Station under
tent, wash rinse,
sanitize, dry bags