



St. Cyprian's Community Kitchen Committee Training Topics

The following represents the first draft of training topics that should be covered in training sessions for responsible people from each of the many organizations that use the kitchen at Cyprian's Center.

- 1) **Gas Range/Stove Operations:** How to turn on/turn off, (top burners, grill/griddle, ovens), how to use each of these, and how to properly clean following each use.
- 2) **Refrigerators/Freezer Use/Food Storage:** Which appliances/space belongs to which organization; safe food storage practices (labeling with time/date/organization/use) for perishable food; cleaning, and sharing of existing space.
- 3) **Dry Food Storage:** Which cupboards/spaces belong to which organization and group, how to store/label non-perishable food.
- 4) **Use of Kitchen food preparation appliances/equipment:** Recognition of which appliances/tools/equipment are common use and which are restricted; specific instructions about using/cleaning/storing mixers/blenders, other electrical appliances; use/care and storage of knives and other kitchen utensils.
- 5) **Trash/Garbage/Compost:** Placement and use of different colored receptacle bins, emptying of the same, cleaning of the same, and use of larger bins outside kitchen door.
- 6) **Sinks:** Use of sinks/wash basins, etc. and need for having all dishes/cooking pots and pans cleaned and properly put away, with the sinks cleaned and kitchen rags hung up and/or taken home to be washed and dried.
- 7) **Kitchen Log:** Importance of using this log each time an organization plans an event or uses the kitchen - especially with name/phone number/e-mail address of primary person of responsibility.
- 8) **Kitchen Checklists:** Training in use of kitchen checklists to ensure that every responsible person from each organization using the kitchen completes this paperwork and does the requisite work to leave the kitchen as clean or cleaner than when they found it.

Revised: Wednesday, June 25, 2014