

Important Health Code Requirements

PROPER SANITATION:

- YOU MUST WEAR GLOVES when handling ready-to-eat foods or raw meat
 - A **Ready-to-Eat** food is a food that's next step is to be given to the customer to be eaten or a food that will not need to be cooked any longer.
 - *Be sure to always wash hands before putting on new gloves.*
- Wear a bandage over wounds and a glove over the bandage
- Wear clean and appropriate work clothes
- Always wear an apron and *remove apron when taking out trash or going to the bathroom*
- No hand or arm jewelry
- Long hair should be in a ponytail or bun, and covered by a hat, hair net, or scarf/bandana. These will be provided by the café if you do not bring one.

WHEN TO CHANGE GLOVES:

- As soon as they become soiled or torn
- At least every 4 hours during continual use
- After handling raw meat, poultry, or seafood
- Before handling Ready-to-Eat foods

WASH HANDS AFTER:

- Using the restroom
- Handling raw meat (before & after)
- Touching hair, face, or body
- Sneezing, coughing, or using a tissue
- Eating, drinking, smoking or chewing gum
- Handling chemicals
- Taking out garbage
- Cleaning tables or busing dirty dishes
- Touching clothing or apron
- Touching cell phone
- Touching anything else that may contaminate hands

ACTIONS THAT CONTAMINATE FOOD:

- Scratching scalp or running fingers through hair
- Wiping or touching nose, face, or ears
- Touching pimple or infected wound
- Wearing a dirty uniform or clothing
- Reusing a tasting spoon when checking seasoning
- Coughing or sneezing into hand
- Spitting
- Touching cell phone

IMPORTANT RESTAURANT SAFETY

- Cell phones should not be used at any time. Inform a manager if there is an urgent situation that requires leaving the work area to make a phone call.
- Don't chew gum
- Avoid touching your face or hair with your hands
- Always use a scoop for ice; never dip a glass into the ice bin
- Do NOT touch the tops of glasses or cups, or grab cups from behind the counter
- Do NOT lick your fingers or eat food while behind the serving glass
- Wipe up spills immediately
- Report defective equipment or tools to a manager
- Report all accidents to an employee on duty immediately
- Use appropriate caution when picking up anything hot or lifting anything heavy
- Use caution with knives and other equipment. Never place a knife into a sink full of water
- Let other people know when you are carrying something hot or walking behind their back
- If you are sick, please do not come in to volunteer. Call (816)931-4751 x. 214 as soon as possible to let us know that you will not be coming for your shift. If there is no answer, leave a message. Please do not send an email or text to cancel a volunteer shift.
- Outside food is not permitted in the Thelma's Kitchen space. If you see a patron with outside food, please inform the Community Steward on duty.
- Volunteers may not eat during a shift, either behind the serving glass, while greeting, or sitting at a table. We expect all volunteers to be fully attentive to the task at hand while serving. If a volunteer would like to eat, s/he is welcome to go through the serving line after when the shift is completely done. For volunteers who serve both the AM and PM shifts, you may go through the line for a plate after the door is locked at 1:50pm.

DRESS CODE FOR VOLUNTEERS

Volunteers, representing Thelma's Kitchen and Reconciliation Services, are expected to carry themselves in a professional manner at all times. An apron, gloves, and a bandana for hair will be provided. Dress code is casual, but we expect the following standards:

- No excessively ripped, patched, or stained clothing
- No exposed midriffs or undergarments, or excessively tight, short, or revealing attire. Mini-skirts and athletic shorts are not permitted. All shorts, skirts, and dresses must reach to the knee. Long pants are recommended.
- No clothing with offensive language or displays of alcohol, tobacco, etc.
- No open-toed shoes or flip flops. Comfortable shoes are essential.

If you arrive to a shift inappropriately dressed, you will be given the option to purchase a Thelma's Kitchen t-shirt to serve that day or to return home.