



## **SANTA CLARA SENIOR CENTER KITCHEN USE GUIDELINES**

The Santa Clara Senior Center's kitchen is available to private parties who reserve use of the auditorium through a facility permit. The Senior Center does not provide any equipment used to cook, serve, or consume food or beverages. Groups must provide their own pots, pans, hotel pans, service ware, cooking implements, utensils, plates, cups, and/or napkins. Only kitchen equipment identified in this document is available for public use.

It is the responsibility of the permit holder to return the kitchen to the condition in which it was found. Failure to properly clean the kitchen will result in additional charges to the permit holder. The Senior Center will provide sponges, paper towels, garbage bags, and broom and dust pan to use for cleaning the kitchen. If you find that the kitchen is not clean and orderly before your scheduled use, please bring your concerns and comments to maintenance staff personnel at that time.

Delivery and storage of food, beverages and/or equipment is permitted only during the hours stated on the room rental contract. No pre-event or post-event storage is available. Any food or beverages left in the kitchen at end of the event will be discarded.

### **GENERAL KITCHEN RESPONSIBILITIES:**

1. Return all items used to their original location.
2. Kitchen work tables should be cleaned and dried.
3. Ovens must be turned off and wiped down with a clean towel (after cooling).
4. Kitchen sinks must be cleaned and dried. Please ensure all water faucets are turned off.
5. Discard filters and grounds from coffeemakers; clean and turn off.
6. Remove all food from premises.
7. Put garbage in bins provided. Staff will remove and dispose of garbage to outside bins.
8. Sweep kitchen floor and remove all debris (maintenance staff will mop & disinfect floors).

If you have any questions on how to safely use a piece of kitchen equipment, please ask maintenance staff.



## Available Kitchen Equipment

Appliance #	Name	Page
Appliances to store hot and cold food		
1.	Steam Table	3
2.	Cold Table	3
Cooking Appliances		
3.	Electric Stove with Conventional Oven	3
4.	Industrial Convection Oven	4
5.	Griddle Top	5
Refrigerator/Freezer Appliances		
6.	Refrigerator/Freezer Combination Unit	5
7.	Roll-In Refrigerator	5
8.	Ice Maker	6
Appliances to wash dishes and retrieve water		
9.	Sink Units	6
10.	Two Compartment Dish Washing Sink	6
11.	Garbage Disposal Sink with sprayer	6
12.	Two Compartment Prep Sink	7
13.	Hand Washing Sink	7
Coffee/Tea		
14.	Coffee/Tea	7
15.	Clean-up of Food Service Items	7



## **APPLIANCES TO STORE HOT AND COLD FOOD ITEMS**

### **#1 STEAM TABLE**

The three-compartment steam table is used to keep foods hot before and during meal service. Hotel pans are a specialized piece of equipment used in the operation of the steam table. One large or two half-size hotel pans are used to prevent steam from escaping the basin. The Steam Table heats food to approximately 180 degrees F.

#### *Instructions for Use:*

- Step 1 Plug drain hole.
- Step 2 Fill basin with water approximately 1/3 the way up the holding well. During prolonged serving times the basin may need to be refilled with water.
- Step 3 Place hotel pans filled with food into the steam table.
- Step 4 Adjust the temperature knob to desired level to keep food hot.
- Step 5 When finished turn knob to the OFF position.
- Step 6 Remove pans from steam table. Use a hot pad when touching the hotel pans as items removed from the Steam Table and escaping steam from the basin will be hot.
- Step 7 Remove drain plug and ensure water is removed from the basin.

### **#2 COLD TABLE**

The two-compartment cold table is located next to the steam table. This unit is used to keep foods cold (not frozen) before and during service. Hotel pans are a specialized piece of equipment used in the operation of the cold table. The cold table cools food to approximately 35 degrees F.

#### *Instructions for Use:*

- Step 1 Plug the unit into the wall-mounted electric outlet.
- Step 2 Plug drain hole.
- Step 3 Fill basin with cold water approximately 1/3 the way up the holding well.
- Step 4 Place hotel pans filled with food into the cold table.
- Step 5 Turn the temperature knob to the desired level to keep food cold.
- Step 6 When finished turn knob to the OFF position.
- Step 7 Remove pans from cold table.
- Step 8 Remove drain plug and ensure water is removed from the basin.

## **COOKING APPLIANCES**

### **#3 ELECTRIC STOVE WITH CONVENTIONAL OVEN**

#### **Electric Stove**

The six-burner stove is equipped with three large and three small burners. The stove is used to cook, heat, and/or reheat food.



### **#3 ELECTRIC STOVE WITH CONVENTIONAL OVEN (CONTINUED)**

*Instructions for Use:*

- Step 1 Place pan(s) and/or pot(s) onto burner(s).
- Step 2 Turn corresponding knob to the desired level of heat.
- Step 3 Place pan on top of heating element. Do not leave dry pans unattended.
- Step 4 Use a hot pad when handling hot pots or pans.
- Step 5 When finished turn knob(s) to the OFF position.
- Step 6 Allow stove to cool before cleaning.

#### **Conventional Oven**

The conventional oven with two racks is used to cook, reheat, and/or keep food warm. Temperature ranges from 150 - 550 degrees F.

*Instructions for Use:*

- Step 1 Pre-heat oven to desired temperature by turning temperature knob.
- Step 2 Place items into oven for desired time.
- Step 3 Use a hot pad to handle items as the cooking vessel will be hot.
- Step 4 When finished turn knob(s) to the OFF position.
- Step 5 Allow oven to cool before cleaning.

### **#4 INDUSTRIAL CONVECTION OVEN**

By means of a fan, a convection oven circulates hot air during the cooking cycle. This effect causes food to cook more quickly than in a conventional oven. Temperatures range from 140 - 500 degrees F. Cooking times using a convection oven are generally reduced by one third to that of a conventional oven.

*Instructions for use:*

- Step 1 When facing the oven, there are two switches on the top right side. Turn the Power switch to the ON position. Turn the second switch to the COOK position. If left in the COOL DOWN position the oven will not heat.
- Step 2 There are two knobs below the power switch. The knob on the left controls the timer and the knob on the right controls the temperature. Adjust the knobs to the desired cooking time and temperature. When adjustments are complete, press the Start/Cancel button underneath the timer knob. The cook time and temperature will be displayed above the two knobs.
- Step 3 The actual temperature of the oven can be checked by pressing the Actual Temperature button located below the temperature control knob.
- Step 4 When finished cooking, flip the switch to COOL DOWN and turn the timer to 15 minutes. Using the timer will help to ensure that the oven is turned off when finished.
- Step 5 Use a hot pad to handle items as vessel(s) removed from the oven will be hot.
- Step 6 Allow oven to cool before cleaning.



## **#5 GRIDDLE TOP**

The Griddle Top is used to grill or cook items. This griddle has two cooking zones and can be heated to two different temperatures. Temperature ranges from 100–450 degrees F.

### *Instructions for use*

- Step 1 Remove the griddle cover; place cover between griddle and stove.
- Step 2 Use temperature knob to heat griddle to the desired temperature.
- Step 3 For optimum results, allow griddle to heat to the desired temperature before using.
- Step 4 When finished, turn the temperature to the off position.
- Step 5 Allow griddle to cool before cleaning.
- Step 6 Use a metal spatula or griddle scraper to gently clean. Applying too much force can permanently damage the cooking surface.
- Step 7 Once the unit has cooled replace the cover.

## **REFRIGERATOR/FREEZER APPLIANCES**

### **#6 REFRIGERATOR/FREEZER COMBINATION UNIT**

This two-shelf refrigerator and two-shelf freezer is used to keep food cold or frozen. Safe food temperature of refrigerator ranges from 38 - 41 degrees F; safe food temperature for freezer ranges from -2 to 17 degrees F.

### *Instructions for use:*

- Step 1 Cover food when placed in refrigerator/freezer to avoid cross-contamination.
- Step 2 Place uncooked meats on the bottom shelf. Place cooked meats and vegetables on the top shelf.
- Step 3 Keep refrigerator/freezer doors closed to ensure proper cooling and operation.
- Step 4 Clean up all spills.

Note: It is important to know and follow safe food storage, handling, and preparation guidelines. For more information contact the Santa Clara County Health Department.

### **#7 ROLL-IN REFRIGERATOR**

This refrigerator, with catering racks and multiple adjustable shelves inside, is used to keep foods cold. Temperature ranges from 38 - 41 degrees F.

### *Instructions for use:*

- Step 1 Cover food when placed in refrigerator to avoid cross-contamination.
- Step 2 Place uncooked meats on the bottom shelf. Place cooked meats and vegetables on the upper shelves.
- Step 3 Keep door closed to ensure proper cooling and operation.
- Step 4 Clean up all spills.



## #8 ICE MAKER

The ice maker freezes water into ice cubes.

Note: The ice maker has a small capacity and is not able to support large parties. Additional ice should be purchased and stored in the kitchen freezer. Metal scoop must be placed on TOP of ice maker to ensure it doesn't get buried with ice inside unit.

### *Instructions for use:*

- Step 1 Retrieve metal scoop from top of ice maker (exterior).
- Step 2 Dispense as needed.
- Step 3 Return metal scoop to top of ice maker (exterior).
- Step 4 Clean up all spills.

## APPLIANCES TO WASH DISHES AND ACCESS WATER

### #9 SINK UNITS

Sinks used to wash dishes and access water.

### *Instructions for use:*

- Step 1 Turn on hot or cold water to desired temperature.
- Step 2 Dispense water.
- Step 3 Wipe down sinks after use. A squeegee is located over the sink.

### #10 TWO COMPARTMENT DISH WASHING SINK

Sinks are used to wash dishes and access water.

Note: Drain plugs are located near water faucet handles.

### *Instructions for use:*

- Step 1 Turn on hot or cold water to desired temperature.
- Step 2 Dispense water.
- Step 3 Wipe down sinks after use. A squeegee is located over the sink.

### #11 GARBAGE DISPOSAL SINK WITH SPRAYER

The garbage disposal is used to grind food that is disposed of into sink.

Note: Food above the rubber guard will splash onto the walls.

**CAUTION: Do not place hands in garbage disposal.**

### *Instructions for use:*

- Step 1 Scrape large portions of food into the disposal.
- Step 2 Using the sprayer, rinse pots/pans into the disposal unit.
- Step 3 Turn disposal ON



## **#12 TWO-COMPARTMENT PREP SINK**

Sinks are used to wash dishes and access water.

### *Instructions for use:*

- Step 1 Turn on either hot or cold water to desired temperature.
- Step 2 Dispense water.
- Step 3 Wipe down sinks after use.

## **#13 HAND WASHING SINK**

The hand-washing sink is used to wash hands **ONLY**.

### *Instructions for use:*

- Step 1 Turn on either hot or cold water to desired temperature.
- Step 2 Dispense water.
- Step 3 Wipe down sinks after use.

## **#14 COFFEE/TEA**

Parks and Recreation Department staff will assist groups in making coffee and/or tea. Groups bring their own coffee and/or tea, cups, lids, sleeves, stirrers, cream, and sugar, as desired. Parks and Recreation Department staff will make the coffee and deliver it to the desired location. Please discuss your specific needs with building staff.

## **CLEAN-UP OF FOOD SERVICE ITEMS**

At the end of your event, you may want to rinse and/or wash your food preparation and service items. If you choose to do so, please follow these steps:

1. Scrape excess food, sauces and/or scraps into the garbage receptacles.
2. Rinse any residual food items into the disposal unit and grind.
3. Wash all dishes by hand (dishwasher is not available for public use). Paper towels are available if you need.

Following the processes listed above will help to keep the Senior Center kitchen and its drains in top working condition.