

3.1 TRCH Policy: Kitchen use and food provision

What we use the kitchen for

We aim to

- make space for, and facilitate, a pantry where people can access food on a pay-as-you-feel basis
- empower people to feed themselves by, for example, teaching cooking skills
- provide a safe and friendly environment where people can operate microbusinesses involving food preparation
- give any paid workers a fair wage
- use the kitchen to produce an income stream to support other ventures
- take into account the needs of other users of the Rooms
- provide healthy, tasty and inexpensive food for visitors to our community cafes
- provide a kitchen for hirers of the trinity rooms to use for parties, events, celebrations etc. where needed.

In regards to food and the environment

We aim to

- work towards producing no food waste [eg by freezing extra food for our own or other food hubs and rat-proof composting]
- minimise other waste
- avoid the use of plastic as far as possible, by
 - using loose tea or Clipper tea bags
 - using paper packaging where possible instead of plastic
- re-using any plastic wrapping where it is safe to do so

Taking care of all our safety

The **chef** who cooks for the Friday café or any other Trinity-commissioned event will complete an opening and a closing check [provided in the green kitchen folders], to ensure the smooth and safe running of the kitchen. All surfaces to be wiped down before food prep begins.

The kitchen manager and centre manager will coordinate a deep clean of the kitchen every 6 weeks.

All **kitchen staff**, whether paid or volunteer, will talk to diners if asked, about the ingredients of the food

- where they are unsure about ingredients they will refer to the chef
- they will acknowledge that food is not prepared in an allergen free environment, and that people with severe allergies would be advised not to eat there

The **chef** who cooks for the Friday café, or any other Trinity-commissioned event, will

- do training in Food safety and hygiene level 2, or equivalent
- do training in Allergy awareness, or equivalent

All **kitchen staff**, whether paid or volunteer, will do training in Food safety and hygiene level 2, or equivalent

All **volunteers who handle food**, including those collecting food from the Farmers' Market, will do training in Food safety and hygiene level 2, or equivalent

All volunteers who **prepare food at home**, will

- do training in Food safety and hygiene level 2, or equivalent
- do training in Allergy awareness, or equivalent
- provide a complete list of ingredients for each dish they prepare, with potential allergens highlighted in bold

The **chef of the day** will check that food prepared at home has an adequate ingredients list and has the right to reject anything they consider unsuitable

In all the cases above, volunteers and staff will talk with their buddy about their training

- they will discuss whether any training already done counts as 'equivalent'
- the buddy will give the volunteer/staff member a copy of the 13 Allergens Poster
- the buddy will give the volunteer/staff member a copy of this policy

Any **accidents** that happen in the kitchen will be recorded in the accident report file.

Written by	Sarah Frazer & Fran Mosley
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