

Rethink Food

75 Broad Street, Suite 707 | New York, NY 10004
www.rethinkfood.org

Personnel (HPH)

Uniform:

- Pen, sharpie and thermometer
- Hair pulled back, off the shoulders and covered with hat/hairnet
- No nail polish or fake nails
- No rings (exception for a smooth wedding band)
- No necklaces, bracelets

Sanitation:

- Signage is posted at handwashing stations in English and Spanish
- See example of station below



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Equipment (HPE) & Product (HP)

Rethink Food SOP: Sorting & Processing

1. Visually inspect donated food items on site;
 - Food items that are visibly rotten are composted
 - Food items that have a sour or rotten smell are composted
 - Lettuce and other leafy greens are sorted, any that are wilted or slimy are composted
 - Bread is checked for any mold.
 - Check the seal on any haram meat products. If it is not properly sealed, any vegetables or carb products in this donation box must be set aside and marked as haram (purple tape for halal, green for haram). These items will be composted or used for non-halal designated meals.

2. Take the temperature of all food items;
 - All food items must be 40 °F (4.5 °C) or below
 - If a food item does not meet the aforementioned temperature requirements, item is composted.

3. Sort food items based on storage ease and possible menu items;
 - Sort and weigh items by donor, record in Google Forms
 - Once sorted, perishable items that aren't being used right away are placed in the fridge.
 - Communicate with supervisors about what items to direct out to CBOs

4. Food items are brought to at least 212 °F (100 °C) (through steaming, sautéing, roasting, blanching, frying, etc.) for 60 seconds at which point pasteurization process begins.

5. Once menu item cooking is complete, two tiered cooling process begins;
 - Menu item must be brought down from 120 °F (49 °C) to 70 °F (21 °C) within two hours
 - Menu item must be brought down to (or below) 40 °F (4.5 °C) within four hours
 - Menu items are cooled using an ice bath or a blast chiller.

6. Using the Kitchen Temperature Log, chefs log the menu item name, ingredients, and relevant temperature and time information (detailed below);
 - Food items and sources (food donor name)
 - Temperature of menu item after heating (must be above 212 °F (100 °C)) and time recorded
 - Temperature of menu item after cooling (must be below 40 °F (4.5 °C)) and time recorded
 - Chef in charge of the menu item then signs off on log.



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7. After menu item has completed cooling process and processing log is complete, menu item is packed into appropriate containers;

- Either quarts, to-go containers or sheet pans.

8. Labels detailing the menu item's name, ingredients, possible allergens, and date of expiry are placed on each individual container.

Rethink Food NYC: Kitchen/Meal Production SOP

General Daily Procedures

Morning Set-Up:

- Wipe down top and bottoms of tables
- Place trash bags in trash cans, recycling and compost
- Set Up half sheet pans per station: Chef knife, clip board, salt, sani bucket (with wypall) & soap bucket (with green sponge), clean container of tasting spoons and container for dirty ones

Daily Operation Procedures:

- Cooked/Processed food is to kept frozen and pulled Friday for Monday packaging. If refrigerated/not frozen pan and send out next day.
- If you spill something, immediately clean it up.
- ALL FOOD IS LABELED, DATED, YOUR INITIALS!!!!
- All food pulled from freezer into walk-in must be labeled, dated, and initialed.
- Smell and taste EVERYTHING, when you are panning the food and throughout cooking (unless you have an allergy). Make sure supervisor tastes all product going out.
- Fill out the Kitchen Processing Log sheets properly and completely as you cook or make a dish. Give to supervisor to check.
- Labels:
 - Pans: Label each pan with Rethink ingredient label to the bottom left corner of aluminum lid and mark the location of each pan with delivery date on front and center with marker
 - Include date made and expiration date.
 - If repackaged processed food write may contain ALL ALLERGIES, ingredients unknown.
- Scrub and sanitize your area top and bottom after every task
- Calibrate thermometer once a week
- All aluminum pans must weigh a minimum of 12 pounds and/or contain 33 servings per pan.



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- Hand Wash and small wares and replace them
- Hand Wash all knives

Close Out:

- Wash, rinse, and sanitize all prep surfaces
- Bottom shelf of the prep tables left empty
- Make sure everything's in its place for the next day
- Walk-In: All food is properly labeled and stored in accordance with the refrigeration storage chart
- Floor and walkin are swept and mopped
- Mop is rung out and hung up to dry
- Sani/Soap buckets cleaned and put away, upside down
- No food is left out and all food is wrapped with plastic wrap, placed in walk-in or cage
- All cages, fridge, freezers closed
- Complete checklist

Food Labeling Procedures

Ingredient Labeling Procedure

1. When you are cooking, complete the Kitchen Processing Log as you go following all food safety guidelines.
2. When you use a processed/cooked ingredient in your dish from a donor, copy the location of where it was donated from on the label and write it down next to the ingredient name on the kitchen processing log. If it is an item that we purchase, you do not need to write Rethink.
3. If you use the last of an item, remove labels from the fish tub/lexan/quart container **before** taking to the dish pit.
4. When creating labels for the hotel pans, please write the ingredient name that was on the container it was donated in. If there was no label on the container, to the best of your ability, identify the type of food it is. Be sure to write "Ingredients unknown. May contain ALL allergens" on processed food donated

Expiration Date Labeling Procedure

1. Using Cooked/Processed Ingredients:
 - a. If you are creating a dish with donated cooked/processed foods, and if there is no cook/processing date label on the food from the donor, use the date that is on the label that the Rethink drivers put on the food and count 2 days after that.



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2. Normal Cooking from Scratch:
 - a. Count 5 days past the date that the dish was made for the expiration.

Halal Meal Designation Labeling Procedure

1. During the 8AM-11AM meal production, mark sheet pans with an purple sticker
2. When a lexan is full of pans, close the lexan and mark with purple tape on the outside

Kitchen Stations

Protein Station:

Make sure your station is clean and you have the proper tools to execute. Have all raw protein six inches off the ground if you have it set outside the walk in for no more than 1 hour. Make sure all pans are up to weight, all pans labeled with ingredients, and labeled with the delivery location and date for transportation. Station needs to be cleaned with soap & sanitized.

Vegetable Station:

Use all cooked/donated items first, then supplement with fresh cooked items to make your count. Make sure your station is clean and you have the proper tools to execute. Make sure all pans are up to weight, all pans labeled with ingredients, and labeled with the delivery location and date for transportation.

Carbs Station:

Use all cooked/donated items first, then supplement with fresh cooked items to make your count. Make sure your station is clean and you have the proper tools to execute. Make sure all pans are up to weight, all pans labeled with ingredients, and labeled with the delivery location and date for transportation.

Cold Line Station:

Help assist with all stations where needed. Prep and break down vegetables for hot line and sort food donations according to each station: protein, vegetables, and carbs. Help lead volunteers in completion of tasks.

Facilities Station:

When deliveries come, place all items in their proper storage. If you are helping on a station and a delivery comes in, clean up, seal and cover any food you are working with at the moment. Sort the delivery, and return to your prior task. Organize the fridge and freezer. Weekly inventory is done on Friday.

Linens are picked up and delivered Tuesday (full swap). Please sort by size and place linens in dry storage.



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Unexpected / Last minute donation:

When we receive an unexpected donation it should be executed like a regular drop off. Food should be sorted and placed in its proper location ; walk in fridge, dry storage, or sorted for each station: protein, carbs, and vegetables. For protein - label as non-halal with **green** tape.

Kitchen Production Schedule

General Timeline:

7am - 8am

Kitchen set up and walk through. Check white board for sauces / communication.

Cooking time frame (using complete hotline) : 8am till 1pm

Halal Production: 8am to 11am

Non-Halal Production: 11am to 1pm

Breakdown and clean up: 12:45pm -1pm

Family Meal : 1pm - 1:30pm

Prep for next day/cleanup 1:30pm - 4pm

Supervisor close out: 4pm till 5pm

This timeframe applies for protein, vegetable, and carb station.

DocuSigned by:

Ken Baker

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