

# Stone Soup Marin Volunteer Guidelines

As of February 2013

Hello Stone Soup Volunteers,



Please read and remember these important guidelines to help maintain a safe, healthy, and productive cooking environment. **Remember: We have a legal (as well as moral) obligation to follow state-mandated food-safety regulations when working in the Homeward Bound kitchen or whenever cooking for public consumption at the Mill Street Shelter.** Thanks for being a part of our team and for doing good for the homeless population of Marin County!

## CLEAN-UP:

- Yes, the first rule is about the very last thing we do each time we cook—we clean up the kitchen. **All volunteers are expected to help clean their workspace before leaving.**
- Volunteers should expect to remain and help with the final cleanup. Certainly that is not always feasible for everyone, but in general the expectation is that volunteers will help clean the kitchen at the end of the night.
- Clean-up includes: sweep up, wipe all surfaces clean, put away all food, wash and put away all dishes, and empty the trash. (Sadly, we do not have a maid yet.)

## HYGIENE AND DRESS:

- Be sure to **wash your hands thorough with soap and hot water** upon arrival; after touching your own skin or clothes; after restroom visits; after touching the floor or any dirty surface. In other words, wash a lot!
- Clothing must be clean, free of rips or tears, and with nothing dangling (same for jewelry--no dangling items please).
- **Wear close-toed shoes** (kitchens are full of hot and heavy things that fall).
- **Long hair must be tied back**

## SAFETY:

- Really, **no physical horsing around**; lots of hot stuff and people carrying knives does not make for a safe playground.
- Knives can hurt and kill. **ALWAYS carry knives at your side, with the tip pointed down, and be aware of your surroundings (other people especially!).** And please ask one of our experienced cooks if you don't know how to use a knife.
- **When carrying hot items OR opening hot ovens, announce it:** "Opening hot oven!" "Hot stuff coming through!" (YOU are the one responsible for not burning others.)
- When setting hot items down (pans etc.), be sure everyone knows they are hot, and leave an oven mitt leaning prominently against the pan as a sign to others.
- **Please report ANY injury in the kitchen *immediately* to a Stone Soup coordinator.**

## FOOD SAFETY:

- Do not leave items on a lit stove burner unattended.
- Hot foods must be cooled to room temperature before cooling in a refrigerator. If the item is viscous/liquid, stir it often as it cools.
- Please leave the room (if you can) to cough or sneeze. **ALWAYS** wash hands after coughing or sneezing.
- Cover any mildly bleeding areas (finger cut e.g.) with rubber or plastic completely, or else you are a health risk to others and you may not continue to cook.