


EVERYTHING I EVER NEEDED TO KNOW ABOUT KIDDUSH BUT WERE AFRAID TO ASK!

1. Advise the office whether your Kiddush will be meat or dairy so that the janitor can put on the appropriate counters in the kitchen and table cloths in the back room. Then, the Rabbi will unlock the appropriate cupboards in the kitchen. We need to maintain separate places to store meat, dairy and pareve goods, so no one becomes accidentally confused and mixes them up.
2. Contact the office or call or email the rabbi rabbi@bethjacobkw.ca as to when you will be bringing in your food, so that the Rabbi can check it for kashruth. If you are unable to do your allotted week, you MUST arrange to switch your week with another family on the calendar.
3. All foods and drinks MUST have an acceptable “Hechsher”, e:
COR, , MK , etc. If you are not sure, then check with the Rabbi or the office as there are many other symbols. Please note that some potato chip brands are “dairy” and should not be used with meat. They will have a “D” or the word “dairy” under the kosher symbol. Same thing with cookies and cakes. Only Pareve can be served with meat.
4. On the Friday, the day before your kiddush, you must go to the Shul and take out from the freezer, one whole challah and one bun or pita for the “moitzie.” These can be placed on the tall metal racks near the dairy sink to thaw overnight. Make sure they are well wrapped. As well, take out whatever cakes, cookies and sliced bread that will be used, and place them on the rack too.
5. You may prepare any platters you need for the kiddush (salad, tuna, eggs, etc.) and wrap them well before putting them in the fridge. Cover all trays first with tin foil so that clean up is easy. All ripping needs to be done before Shabbat (tin foil, plastic wrap etc).
6. Use new plastic bowls for salad every time. All trays can be found in the pantry cupboards right across from the dishwasher.

7. A can opener is not permitted on Shabbat. Please open cans on Friday. You will find a can opener in the upper cupboard behind the door, near the dishwasher. The opener is wrapped in a bag and is in a long plastic tray. It MUST be put back there immediately after using so that it does not get lost.
8. Paper goods such as plates, cups, napkins and cutlery can be found in the classroom across from the kitchen door, in the middle cupboard.
9. Do the set-up for @35 people during regular Kiddushim and for @50 during Rosh Chodesh. Kiddushim are usually served in the back room. Put out all the paper goods and coffee/tea items on the buffet table and the small coffee table.
10. Beverages are usually coffee, tea, wine, pop, water and sometimes juice. Pop can be found in the classroom cupboard and fridge. Use up all opened bottles first. Put new bottles as needed into the fridge overnight to get cold. White wine can be put into the fridge as needed, which is also found in the same cupboard. Red wine can be left out on the counter. Percolator should be filled half way with water and plugged in overnight for coffee and tea. You can't refill the hot water pot on Shabbat.

FINAL INSTRUCTIONS

All leftover foods are to be thrown out.

Close all plastic garbage bags before you leave to prevent mice.

If there are dirty dish towels, please take them home and wash them.

Retain all invoices, sign and submit them to the office for reimbursement.

**PLEASE MAKE SURE THAT THE KITCHEN IS
LEFT CLEAN WHEN YOU LEAVE!!!**