



KASHRUS GUIDELINES FOR USE
OF SHUL KITCHEN
CONGREGATION ISRAEL OF SPRINGFIELD
(Revision 2.0 January 11, 2011)

These rules and procedures are intended to maintain the highest possible standard of kashrus in our synagogue and to preserve the sanctity of events held here.

- ❖ **The use of the kitchen is a privilege not a right.**
- ❖ **All members, and those who use our kitchen, are to adhere to the following rules and procedures.**
- ❖ **Use of the kitchen implies consent to all these guidelines.**
- ❖ **Violation of the guidelines and procedures will be grounds for not being allowed use of the kitchen.**
- ❖ **Throughout this document when the Rabbi is absent then the Rabbi's appointee, the shul masgiach shall be consulted.**

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I. GENERAL KITCHEN PROCEDURES

A. KITCHEN SECURITY

- 1. The Dairy Kitchen must be locked whenever not in use.**
- 2. The Meat Kitchen, when not in use, is meant to be used as an EMERGENCY exit.**
 - a) Please DO NOT use it as a regular entrance and exit for the shul.**
- 3. During events when the kitchen is being used, entry is allowed for AUTHORIZED PERSONNEL ONLY!**
 - a) The sole exception is for the Shabbos Morning Early Minyan Kiddush, when members of the Kashrus Committee are on hand to supervise.**
- 4. All refrigerators, freezers, and food and equipment storage areas are to be locked.**

B. KITCHEN USE

- 1. No one is to have any private items of any kind, stored in the shul kitchens.**
- 2. All utensils and equipment are to be clearly marked indicating their status (dairy, meat, or pareve).**
- 3. Carts may be used for meat, dairy or pareve, but are assumed to have a status of meat. Therefore, if hot dairy is being transported on the carts, the surface of the cart must be covered with aluminum foil, paper towels or a similar material.**
- 4. If a need to use utensils not in line with their designation arises (e.g. dairy ovens for heating up a pareve kugel), the Rabbi must be consulted.**
- 5. No equipment or utensils are to be brought out of the kitchens without permission of the Rabbi.**
- 6. No outside or new equipment may be brought in without speaking to the Rabbi beforehand.**

- 7. If a pilot light goes out, the Rabbi must be consulted before it is reignited.**
- 8. No delivery, cooking, or preparation of any kind may be done in the kitchen without notifying the shul office or the Rabbi.**
- 9. Unless other arrangements are made, and with specific approval from the Rabbi, only 1 kitchen can be used per event. The determination of the type of preparation permitted is at the discretion of the Rabbi. When one kitchen contracted for is in use, the other kitchen is to be sealed. In the event that both kitchens are needed for preparation of 2 different events, different personnel must be used in each kitchen; there can be no sharing of staff. The door between the kitchens must always be closed.**

C. TOVELLING

- 1. Please be aware that most new equipment has to be tavelled in a mikvah before they can be used.**
- 2. For a detailed listing of items requiring to be tavelled and further details about this mitzvah, please visit <http://www.star-k.org/cons-appr tvilaskelim.htm>.**

D. EVENTS

- 1. Before ANY EVENT is held in the shul that requires use of a shul kitchen, an 'Event Information Form' (a copy is attached to these guidelines).**
 - a) The form must be filled out and submitted to the shul office**
 - (1) 4 weeks before the event***
 - (2) 4 days in advance for a Bris.***

2. It is the decision of the Rabbi whether a Mashgiach must be employed for any particular event.

a) The shul will provide you with a Mashgiach should it be deemed necessary, at a cost.

(1) The cost of the Mashgiach will be determined by the Kashrus Committee taking into consideration the scope of the job

3. Food prepared outside of the shul kitchen is not to be brought into the shul.

4. All food preparation must be done in the shul kitchen or by a caterer approved by the Rabbi

5. When you intend to prepare foods in the kitchen, the Rabbi or shul office is required in advance to be notified when this is going to take place.

6. In the event that an event is booked by an organization (Sisterhood, Early Childhood, Seniors, etc.) and the food preparations are done by the group, a mashgiach approved by the Rabbi must be present to oversee all food preparations. The mashgiach/ mashgichah must understand that they are the archrai over the food and its preparation, and they must sign the event information form to confirm this.

E. FOOD ITEMS

1. All food ingredients, products, and prepared foods must have an approved certification.

a) For a list of many approved kashrus symbols, please see http://www.crcweb.org/agency_list.php.

- 2. Products from Israel have special concerns, especially fruits and vegetables.**
 - a) Before bringing in any fruits and vegetables from Israel, please speak to the Rabbi.**
- 3. When using raw eggs, they must be checked for blood spots.**
- 4. Due to concerns with insect infestation, the following fresh fruits and vegetables may not be used in the shul: raspberries, blackberries, strawberries, broccoli, cauliflower, spinach, asparagus, brussel sprouts, and artichoke hearts.**
 - a) Please be aware that many fresh stem herbs also have insect infestation concerns and should not be used unless first approved by the Rabbi.**
 - b) Any caterer approved by the Kashrus Committee who uses any of the above items, the Ball Simcha will need special approval from the Rabbi.**
- 5. Lettuces of any kind must be washed and carefully inspected by a trained Mashgiach before they are used.**
- 6. If there are any fruits or vegetables you have a question about, please consult:**
<http://www.crcweb.org/fruit%20&%20veg%20guide.php>
- 7. All wine and grape juice must be mevushal and have an approved hashgacha.**
- 8. All liquor must have an approved hashgacha, or be listed on the following list as being acceptable:**
http://www.crcweb.org/liquor_list.php
- 9. There are a number of food items that are acceptable even without hashgacha, such as plain sugar, salt, unflavored seltzer and water, pure cocoa, extra virgin olive oil, honey, raw nuts, unflavored coffees, and unflavored teas.**
 - a) For a more complete list, please see:**
<http://www.star-k.org/cons-appr-no-need.htm>

10. Meat and fish must be prepared and cooked in separate utensils.

a) They also must be served on separate utensils.

11. All candy distributed in the shul (bar-mitzvahs, aufrufs) must have an approved hashgacha on the label, or be approved beforehand by the Rabbi.

12. When a delivery from a caterer or restaurant with an appropriate hashgacha is made, the nature of the facility will dictate the status of the food being provided. (i.e., all food prepared in the kitchen of a meat restaurant will have the status of meat, all food prepared in the kitchen of a dairy restaurant (including packaged items prepared, or repackaged) will have the status of dairy). Pareve items can come from these establishments, provided the items are sealed with their hashgacha, and marked as pareve. In the absence of such markings no assumption of an item being pareve can be made, and the status of the item is to be based on the status of the facility preparing the food items, meat or dairy.

II. SHABBOS/YOM TOV ISSUES

- Any prohibited act done intentionally on Shabbos by a non-Jew for a Jew prohibits the Jew for whom the act was done from benefiting from it on Shabbos.**
- Therefore, under normal circumstances, one is not allowed to ask a non-Jewish employee of the shul to do anything on Shabbos that you are not allowed to do.**
- Any requests to the non-Jewish help should be made through the Rabbi or his appointed designated appointee, the shul mashgiach (and not the caterer).**

A. *Preparations made before Shabbos*

- 1. All heating equipment and lights used on Shabbos should be turned on before Shabbos.**
- 2. All controlling knobs, dials, or switches of heating equipment should be covered.**
- 3. All foods should be fully cooked prior to Shabbos. Food that will be on a blech or in the oven, must be placed there before Shabbos.**
- 4. All liquids, or foods containing liquids, should be pre-cooked and hot before Shabbos, and placed in or on heating equipment. No additional liquid may be added on Shabbos.**
- 5. All food decoration (e.g. fruit plate design, radish flowers) should be completed.**
- 6. All fruit requiring peeling (and cut into small pieces if that will be necessary) should be done before Shabbos.**
- 7. Any produce which needs to be checked for insects should be checked before Shabbos.**
- 8. Mixing oil or mayonnaise with finely chopped tuna or eggs presents a halachic concern and should be done before Shabbos.**
- 9. All cans and twist off metal (not plastic) bottle caps should be opened before Shabbos.**
- 10. Plug in warmers and urns.**
- 11. All aluminum foil, saran-wrap, tablecloths and the like must be cut before Shabbos. It is advisable to have pre-cut aluminum foil on hand.**
- 12. All deliveries must have arrived prior to Shabbos.**

B. Warming/Heating Food on Shabbos Issues

1. Warming/Heating Food on Shabbos is not to be done except according to the conditions and methods described below:

Only dry, fully-cooked foods (such as kugels and chicken cutlets) may be warmed up on Shabbos. These foods may be placed on the non-adjustable hot plate.

2. No food may be placed in the oven or on the stovetop even with a blech on Shabbos.

3. Food that was left in the oven or on a blech on the stovetop from before Shabbos, once removed from the oven, or blech can not be put back or rearranged.

4. When removing food from inside the oven, the oven door should be opened for a very short amount of time, as the food is quickly removed.

5. No liquids may be heated or warmed up on Shabbos.

6. Pot covers/lids should not be removed and replaced, nor may food be stirred, while the pots are still on the fire.

7. Instant coffee should be made in a keli sheini, a secondary utensil.

8. Tea made with a tea bag must be made in a keli shlishi, a utensil twice removed from the heat source.

C. General Shabbos Issues:

1. Vegetable peelers may not be used.

2. Can openers should not be used.

3. Slotted spoons may not be used with any foods containing liquid.

4. No chopping fruits or vegetables into small pieces. Grinders and graters are not to be used.

5. Food with writing on it should not be cut on Shabbos. i.e. a decorated cake should have the writing on a chocolate plate that can be removed from the cake.
6. Dishes may not be washed on Shabbos (even by a non-Jew) unless they are needed for another use on Shabbos.
7. No appliances may be turned on or off on Shabbos by a non-Jew.
8. No preparations for or after Shabbos may be done on Shabbos, even by a non-Jew.
9. Catering equipment may not be removed from the facility on Shabbos.

D. YOM TOV GUIDELINES

All of the guidelines detailed above for Shabbos apply to Yom Tov as well, except for the following:

1. All food types (dry and with liquid) are allowed to be cooked and heated on Yom Tov.
2. All heating implements (ovens, stovetop and hot plates) should be turned on before Yom Tov by a member of the kashrus committee or a certified mashgiach.
3. The temperature in the ovens, or flames on the burners, can be changed (higher or lower) as long as there is still food in the ovens or on the burners.
4. The ovens can NOT be turned off entirely on Yom Tov.
5. Water can be added to a hot water urn that has already been plugged in from before Yom Tov for use on that day of Yom Tov.
6. Food preparations for the second day of Yom Tov are only allowed before Yom Tov and on the second day of Yom Tov itself. One is not permitted to make any sort of preparations for the second day of Yom Tov on the first day of Yom Tov.

7. Preparing platters of food is permitted on the second day of Yom Tov. Intricate designs conveying a specific image should not be used in preparing a platter.

8. One can open cans of food, as long as the contents of the can are emptied out, and the can is discarded immediately.

9. When Yom Tov is on Erev Shabbos, due to the Eruv Tavshilin made by the Rabbi, preparations for Shabbos can be made on the second day of Yom Tov. Once Shabbos begins, the regular Shabbos guidelines apply as on any other Shabbos.

The above guidelines are provided as an outline and are not all encompassing. Any questions/issues regarding kashrut that are not explicit in this document should be addressed to the Rabbi or the shul mashgichim.

III. EVENT INFORMATION FORM

Attention: Rabbi, Shul Office, and Chairman of Kashrus Committee

Name: _____

Phone: _____ Cell: _____ E-mail: _____

Date Submitted: _____ Date(s) of Event: _____

Type of Event: _____

List all meals

- Oneg Shabbat – Friday Night
 Kiddush Hashkamah Main Minyan
 Shabbos lunch Seuda Shlishit
 Melave malka/Saturday Night Event
 Other _____

The event be: meat dairy pareve

Will you and/or your guests be in shul Shabbos morning: _____

I understand that any food I prepare must be done in the shul kitchen. No food may come from private kitchens. I understand that all food products must have a hashgacha from the approved list of Kashrus organizations, or otherwise approved by the Rabbi. All food products being brought into the building must be inspected and approved prior to its being made available for consumption. I have read the Shul Kashrus Guidelines and will follow them. _____ (Initial)

Dates & times of Food preparation: _____

Dates & times of food delivery: _____

If the event is being catered, indicate by whom (with contact info.) and initial that I have forwarded a copy of the Kashrus guidelines to them:

_____ (Initial)

If this form is being filled out by an organization, the following information is required:

Mashgiach assigned to the event:

I understand that due to the fact that this event is being run by a group or organization that I have been asked and accept the responsibility of overseeing and maintaining all the guidelines contained in the latest revision of the "Kashrus Guidelines for use of the Shul Kitchen" document.

Date: _____

Revision Key:

- **2.0 January 11, 2011**
- **Change in pagination on cover sheet**
- **Insertion of Revision number and date of Revision in cover sheet**
- **Addition of Item I.B.9**
- **Addition of Item I.D.6**
- **Addition of I.E.12**
- **Addition of Yom Tov Guidelines in section II**
- **Addition of text regarding the kitchen use by an organization, as well as the signature line for the assigned mashgiach in the Event Information Form**
- **Insertion of Revision Key to document**