

**RULES FOR USE OF KOSHER SYNAGOGUE KITCHEN
B'NAI JESHURUN CONGREGATION
(Updated effective November 11, 2011)**



These rules and procedures are intended to maintain the highest possible standard of kashrut in our synagogue and to preserve the sanctity of events held here. All those who use our synagogue kitchen are bound by the following rules and procedures. Use of the kitchen implies consent to all these rules. Violation of these rules and procedures will be grounds for not being allowed use of the kitchen. Thank you for your help.

1) REQUIRED PRESENCE OF MASHGICHA

- i) The synagogue kitchen is under the strict supervision of Rabbi Stephen Weiss. The mashgicha on-site is Debbie Isaak-Shapiro. The administrator of the kashrut program is Diane Shalom, under the supervision of Rabbi Weiss. Rabbi Weiss serves as final halakhic authority for our congregation and is the final authority on all matters related to the kashrut of the synagogue kitchen and events catered through that kitchen.*
- ii) No delivery, cooking, preparation or cleaning of any kind may be done in the synagogue kitchen without the presence of the mashgicha. You must contact Diane Shalom to arrange for the mashgicha to be present before entering kitchen. Please give Diane at least two weeks' notice so that she can arrange with the mashgicha.*
- iii) Nothing may be opened and no work begun without the mashgicha.*
- iv) IN THE EVENT OF A FOOD EMERGENCY, PLEASE CONTACT RABBI WEISS IMMEDIATELY. (We will try to find the best halakhically acceptable solution we can.)*

2) EQUIPMENT/DISHES/UTENSILS

A. Use of carts:

1. Carts may be used for meat or dairy.
2. Carts will be considered to be meat.
3. Therefore, whenever carts are used with dairy, cart surfaces must be covered with tablecloths or comparable lining, which will be available in dairy kitchen.

B. Limited items that may leave the kitchen without supervision:

1. Carts may be taken to other parts of the building to bring in any materials needing a cart for transport.
2. Maintenance staff may take only coffee/tea set-up, water pitchers and paper goods into rooms for meetings (nothing else).
3. Aside from the above items **NO** equipment/dishes/utensils may be removed from the kitchen without the supervision and approval of the mashgicha.

C. Bringing equipment/dishes/utensils into the kitchen:

1. **NO OUTSIDE EQUIPMENT MAY BE BROUGHT INTO THE KITCHEN UNLESS THE CATERER IS UNDER ACCEPTABLE KOSHER SUPERVISION AS DETERMINED BY RABBI WEISS. THIS INCLUDES ALL EQUIPMENT, DISHES, GLASSES AND UTENSILS OF ANY KIND.**
2. **PURCHASE OF NEW KITCHEN DISHES/UTENSILS**
 - a) If you purchase new supplies for use in the kitchen, they must be brought to the synagogue in their original unopened packaging.
 - b) Any new supplies must be first immersed in a *mikvat kelim* (a mikveh for dishes) or “sold” to a non-Jew (to obviate the need for mikveh).
 - c) Because time is needed to deal with the above, new supplies must be brought at least a week in advance of

their intended use. The mashgicha must be notified through Diane Shalom so that the above steps can be taken before use.

d) Once new dishes/utensils are used in the kitchen, they may not leave the kitchen. If they are removed, they will not be permitted back into the kitchen.

3) SHABBAT:

- i) There will be NO cooking etc. on Shabbat, which begins at candle lighting Friday night and ends Saturday night 68 minutes after what was Friday's candle-lighting time. For correct times, please consult the Cleveland Jewish News or the synagogue's Tidings. The same standard will be applied to Yom Tov.*
- ii) All food and any permitted equipment/supplies must be delivered to the synagogue before Shabbat and removed after Shabbat. Nothing may be brought to the synagogue or taken from the synagogue on Shabbat.*
- iii) Electric equipment such as food processors may not be used on Shabbat.*
- iv) Coffee and hot water may be poured from the taps of the large 3-tap urn in the kitchen. Water, coffee or other ingredients may not be added to these urns on Shabbat, nor may these urns be adjusted in any way.*
- v) In order to serve food warm on Shabbat, the electric warming carts must be used.*
 - (a) These carts must be plugged in and turned on before Shabbat and set for enough hours that they will stay on until no longer needed.*
 - (b) The carts should not be turned off or adjusted until after Shabbat.*
 - (c) Food may only be warmed on Shabbat for use/consumption on that same Shabbat. Food may not be warmed on Shabbat for use/consumption after Shabbat. Details regarding warming food on Shabbat FOR Shabbat follow.*

- vi) Solids that were fully cooked are the only foods that may be warmed on Shabbat.**
- vii) Liquids may not be heated or warmed on Shabbat as that is considered cooking. Hence no warm liquids (except coffee/water from urn) on Saturday.**
- viii) Exception: Regarding soup for Shabbat: Liquid heated before Shabbat may remain on its heat source from before Shabbat. Once it is removed from its heat source, it may not be returned to it as that would be considered warming. Therefore, if Shabbat begins early and it is desired to keep the soup warm, the soup pot should be placed in the warmer before Shabbat and kept there until it is removed for serving. (It may not be kept on the stove, as all stove flames must be off before Shabbat). After it is removed from the warming cart, it can no longer be returned to it.**
- ix) Water may not be added to cholent except under guidance and supervision of mashgicha, as this can only be done in a very specific way.**
- x) The Dishwasher may not be used by Jews on Shabbat. Non-Jews, however, may use the dishwasher. However:**
- (a) Jews may not ask a non-Jew to run the dishwasher on Shabbat.**
 - (b) The non-Jew must choose to do so for their own convenience, not for the benefit of someone who is Jewish.**
- xi) COFFEE AND TEA:**
- A. Coffee and tea cannot be brewed on Shabbat as that would be cooking. There are two permissible alternatives:**
 - 1) To brew the coffee Friday afternoon before Shabbat and leave it in the large, commercial urn/tanks over Shabbat. It can then be poured through the spigots into hot pots to be served.**
 - 2) To pour hot water from the urn/tanks into hot pots to serve and have those dining use tea bags and/or coffee bags.**
 - 3) Make instant coffee and serve in pots or urns.**
 - B. When desirable, the two tanks in the urn that are normally used for coffee can be filled instead with water so that there is more hot water available on Shabbat for coffee or tea bags. This must be done before Shabbat.**
 - C. Every Friday, Maintenance will turn off the valve controlling the flow of water into the urn so that no new water enters the urn and is heated**

on Shabbat. The only water available is the amount the three tanks in the urn hold.

4) DISHWASHER:

- i) Discuss with mashgicha before using.*
- ii) There will be separate dish racks for meat (green) and dairy (blue/gray).*
- iii) Flaps must be changed between meat and dairy use.*
- iv) Between meat and dairy use, the dishwasher must be kashered. This involves:*
 - (a) Running the dishwasher empty**
 - (b) Waiting 24 hours without use**
 - (c) Replacing correct (meat/dairy) flaps**
 - (d) Running dishwasher through cycle again to kasher**
- v) When there are simultaneous or back-to-back meat and dairy affairs in the synagogue, because of the waiting period for the dishwasher, all the dishes/utensils from one side will have to be bagged up and sit until 24 hours has passed and then washed after the dishwasher is changed over. Alternatively, they can be handwashed.*
- vi) If you have scheduled kitchen use, Diane Shalom will notify you if there is another affair requiring this arrangement.*
- vii) If such an arrangement is required, both parties may be asked to share the cost of any additional time incurred due to catering staff having to return to finish cleaning.*
- viii) The dishwasher can only be used under the direct supervision of the mashgicha.*

5) OTHER RULES REGARDING KITCHEN USE:

- i) The meat and dairy kitchens must be used only for their designated purpose. No crossover will be tolerated.*

6) FOOD:

i) NO OPEN PACKAGES REGARDLESS OF KOSHER STATUS MAY BE BROUGHT INTO THE KITCHEN AT ANY TIME

ii) All food items brought into the kitchen must have an acceptable symbol of kosher supervision (hechsher). Please review it carefully. It is available for viewing and downloading on the synagogue website.

(a) If there is a food product you desire to use that has a symbol not on the list, you may inquire through Diane Shalom. Bring her a sample of the food product with label or copy all information, including symbol off label, and give to Diane. She will pass it on to Rabbi Weiss and he will investigate. If he does find it acceptable, the symbol will be added to our list for the future. You must give at least one month's notice to get a new symbol investigated. If you ask for an investigation within a shorter time frame, all reasonable efforts will be made to check it out but there are no guarantees. If time does not permit, it simply will not be allowed.

(b) If a symbol has been checked and is unacceptable, we will keep that on a separate reference list so you do not need to ask again. Please remember the list of symbols that is unacceptable is a partial list. Only symbols already on the accepted list may be used.

iii) FRUITS AND VEGETABLES:

(a) ALL CANNED PRODUCTS: (including fruit and vegetables) need kosher certification with an approved symbol per above.

(b) FROZEN FRUITS AND VEGETABLES: if they are pure unadulterated fruits and vegetables with no additional ingredients, then they are acceptable without a supervision symbol.

(c) FRESH LEAFY GREEN VEGETABLES:

(d) Pre-washed and certified kosher with accepted symbol are okay to use as is.

(e) Other leafy vegetables need partial inspection, as directed by the mashgicha.

(f) This category includes broccoli, cauliflower, as well as all greens.

(g) **FRESH BERRIES:**

1. **RASPBERRIES, STRAWBERRIES AND BLACKBERRIES:** must be spot-checked by mashgicha who will break some berries open from each container to make sure they are free of any bugs.

(h) **PRE-CUT FRESH FRUITS AND VEGETABLES:** Must come in a package sealed with an acceptable symbol of supervision or come from one of the accepted kosher establishments in town that are under accepted supervision. They may also come from the produce department of Heinen's at Green Rd or Lander Circle only.

(i) **OTHER WHOLE FRESH FRUITS AND VEGETABLES ASIDE FROM THOSE MENTIONED ABOVE:** Do not need any supervision.

iv) KOSHER BAKERIES, BUTCHERS, RESTAURANTS:

(a) Baked goods, meats, poultry, fish and cooked foods prepared by local kosher bakeries, restaurants, butcher shops which are under the supervision of Cleveland Kosher or the Vaad Ha-Rabbonim ha-Chareidim are permissible.

(b) Such goods must be brought in sealed and marked as to origin.

(c) Regarding food from kosher establishments that are not local, you must check with the mashgicha in advance to get approval. Please give name and contact information for establishment to Diane and request an investigation. She will pass it on to Rabbi Weiss and he will investigate. His word is final. If he does find it acceptable, the establishment will be added to our list for the future. You must give at least one month's notice to get a new symbol investigated. If you ask for an investigation within a shorter time frame, all reasonable efforts will be made to check it out but there are no guarantees. If time does not permit, it simply will not be allowed.

(d) **PLEASE NOTE:** The mashgichim (kosher supervisors) at kosher establishments watch over prepared foods but do

not take responsibility for packaged foods. Therefore, any packaged goods from a kosher establishment still must have a symbol that is on our accepted list. **NO EXCEPTIONS.** As above, you may request a new symbol be investigated for possible approval.

v) *PACKAGED KOSHER MEATS BOUGHT AT OTHER LOCATIONS:*
In addition to local kosher establishments, Pollack Foods meats are permissible, as are any packaged meats with acceptable supervision symbols as above.

vi) *FISH:*

(a) Fresh fish may be purchased at any fish market but must be whole and have skin. Scales and innards may be removed by the fish market. Since the innards were removed by the fish market, the inside of the fish must be washed with water under the mashgicha's supervision.

(b) All processed fish must have an acceptable symbol of supervision.

7) LIQUOR:

i) *HARD LIQUOR:* Any liquor listed as kosher by the Star-K is permissible. A link to this list is available on the synagogue website. Liquors bearing an accepted symbol are also permissible. As above, you may request a new symbol be investigated for potential approval.

ii) *WINE:* All wine must be kosher with an accepted supervision symbol.

8) PLEASE NOTE:

i) *REGARDING OTHER KITCHENS IN SYNAGOGUE BUILDING:*

(a) The **MINYAN KITCHEN** is not under Rabbi Weiss's supervision. Its use is limited to the daily minyan only. The small refrigerator in that room under the sink may be used by office staff. Office staff may bring in dairy or vegetarian food, and may use the microwave in this room. Those foods should not be used with minyan room utensils. Otherwise, all other foods brought into the minyan room need approval by Rabbi Weiss. No foods or utensils from that kitchen may be brought into the synagogue kitchen at

any time, and no kitchen dishes/utensils etc. may be brought into the minyan room at any time.

- (b) The YOUTH LOUNGE is not under Rabbi Weiss's supervision. All food brought into the youth lounge should be kosher and approved by Rabbi Weiss. No food or utensils from the kitchen may be brought into the youth lounge, or food brought from the youth lounge into the kitchen, unless with the mashiach's supervision and approval.
- (c) The SCHOOL SNACK STORAGE ROOM is not under Rabbi Weiss's supervision. All food brought into this room should be kosher and approved by Rabbi Weiss. No food or utensils from the kitchen may be brought into this room, and no food or dishes/utensils may be brought from this room into the kitchen at any time.
- (d) The refrigerator in the kiln-room (at the end of the A-wing) is for non-Jewish staff. They may bring any food in they like, kosher or not. We ask, however, that food and utensils not be brought into any other room in the synagogue, including but not limited to the synagogue kitchen, and be properly disposed of. No permanent utensils may be kept in that room. No dishes or utensils from any other kitchen or room in the synagogue may be brought into this room at any time.

ii) REGARDING STAFF USE OF LEFTOVERS AND REFRESHMENTS FOR MEETINGS:

- (a) The synagogue staff may not go into the synagogue kitchen to take food without supervision. They may enter the kitchen to take hot water or coffee in paper cups.
- (b) For meetings: It is permissible to bring in packaged snack foods with an acceptable symbol directly to a room for a meeting without supervision IF:
 - 1. The package has an acceptable symbol.
 - 2. No other food from the kitchen is being served (except coffee/tea/soda).

3. The only food being set out at the meeting is parve or dairy (no meat).
 4. The food will not enter the kitchen and will be served with disposable utensils.
- (c) It is also permissible for meetings to serve food ordered directly from an accepted kosher establishment without supervision IF:
1. No other food is being served except that ordered from that accepted establishment (except coffee/tea/soda)
 2. The food will not enter the kitchen and will be served with disposable utensils.

iii) CHESED COMMITTEE:

- (a) Members of the Chessed committee may enter the kitchen to remove pre-portioned prepared food for delivery to families at any time without supervision, as long as they are not using any utensils/equipment/dishes.