

## Shaarei Shomayim Kashrut Policy

### I. General

- a. All food preparation in the building must take place according to these guidelines.
- b. Packaged foods may be brought into the building for personal consumption under an honour system that these foods have proper certification and meet all Jewish dietary laws. This rule does not apply on Passover.

### II. Kitchen and Product Security

a. Executive director, clergy and designated office staff will be the only individuals with keys to the walk-in refrigerator, freezer and meat utensil closet. These keys will not be on the master key system.

b. House staff and synagogue members will not have keys to the walk-in refrigerator, freezer and meat utensil closet. They will only have access through one of the clergy or designated office staff. The dairy kitchen will be unlocked first thing in the morning to allow for breakfast preparation.

c. The dairy kitchen will have a dual locking system. The main lock will have a key that is not part of the master key system. This key will be held by the executive director, clergy and mashigiach. This main lock will be unlocked first thing in the morning by the executive director, clergy and/or designated office staff person. A secondary lock will be used in the dairy kitchen that automatically locks when closed. The master key can be used to open this lock to allow house staff to enter the dairy kitchen during food preparation and service.

The dairy kitchen will be locked whenever not in use and will be checked by a member of the clergy or the executive director at the end of work hours every day. When house staff or synagogue members finish using the dairy kitchen, they will request that a member of the clergy or ED lock the kitchen.

### III. Kitchen Design - Food and Equipment Separation:

a. The downstairs shul kitchen will be labelled as a dairy kitchen both on its doors, as well as in all synagogue communication. All food prepared in the dairy kitchen will be considered dairy – and labeled as such at the time of preparation or upon storage.

b. No food shall be moved between meat and dairy preparation areas. All meat prepared by the shul will be stored, prepared and heated in the shipping area. When the synagogue prepares for onsite or offsite meat barbeques, food preparation will take place in the shipping area and will be cooked in the synagogue's portable grills at location (i.e. on the front patio or at a park). On days when the shipping area is used for food preparation, all doors (including refrigerator and exterior doors) will be labeled "Food Preparation Area: Meat."

c. Food, utensils and equipment may not be moved from one location to the other. All dairy utensils will be stored in the dairy kitchen. All meat utensils will be stored in a locked cabinet in the shipping area. Only Clergy, ED and mashgichim will have access to these keys.

d. All utensils will be clearly marked identifying their status as meat, dairy or pareve, as well as for Passover use.

- e. Meat utensils and equipment cannot be cleaned in the dairy kitchen.
- f. Foods containing meat or that have been prepared by a meat caterer will be stored on designated shelves in the walk-in fridge and freezer in the shipping area.

#### IV. Food Deliveries

- a. All food deliveries made to the shul (excluding the official caterer) must be reviewed by the superintendent or a member of the House staff before being brought into the downstairs dairy kitchen as well as the walk-in refrigerator, and freezer located in the shipping area. At the time of delivery; the product, the number of trays and containers, the person who received them, and the time of receipt will be noted on a tracking binder stored at the door to the walk-in refrigerator and dairy kitchen. The rabbi and/or executive director will review the tracking binder once a day and sign off on the deliveries.
- b. Food deliveries cannot be accepted if any of the required seals have been opened or tampered with.
- c. Synagogue food purchases must be ordered by the shul office except when house staff fills out a purchase order and has it signed by the executive director when purchasing food for synagogue use. This food is subject to the same entry requirements as above III a.
- d. All food supplies should be stored in the dairy kitchen or shipping area.
- e. All prepared foods must be ordered from a COR establishment. All packaged foods must bear an approved kosher certification and arrive in a sealed container. The synagogue will hold a list of approved kosher certifications in the synagogue office. Fruits and vegetables must be prepared according to COR guidelines. No food may be brought in from any other sources.
- f. Food for a meat event must not come from a dairy establishment. Food for a dairy event must not come from a meat establishment.

#### V. Officially Designated Mashgichim

- a. Mashgichim may be designated by the rabbi of the shul in consultation with the Religious Committee.
- b. Policies for *mashgiach* training: all officially designated *mashgichim* must complete a training session with a member of the clergy. The *mashgiach* will meet COR standards and will have been trained based on the COR *mashgiach* curriculum.
- c. What is “yotzei venichnas” – *yotzei v'nichnas* means regular “walk throughs” to insure that food preparation takes place as instructed. Ingredients are checked and premises and work areas scanned.
- d. What is “mashgiach temidi” – *mashgiach temidi* means constant oversight of food preparation and service. Ingredients are reviewed at the start of the session, food is watched as it is prepared, service location is prepped, and service and clean-up are watched. The *mashgiach* remains on duty throughout the entire session doing no other work. Oversight is not completed until both service location and preparation area are cleaned and locked.

## VI. Food Preparation

- a. Whenever cooking will be done in the dairy kitchen, whether by the house staff or shul members, a member of the clergy, the executive director or an officially designated mashgiach must be assigned to be *yotzai v'nichnas*.
- b. Whenever possible, the ovens will be turned on by a mashgiach, ED or clergy member. However, we will rely on pilot lights for issues of *bishul yisroel* as per COR guidelines.
- c. If pilot lights go out, only a member of the clergy or the ED may relight it. Matches and fire starters will be kept outside the kitchen so that only the clergy or ED can use them to light the stove top.
- d. All leafy vegetables and berries must be checked for insects, unless it was pre-checked and bears proper certification. Clergy should be called to oversee this checking.
- e. Policies for checking fruit and vegetables and eggs will accord with COR guidelines.

## VII. Different types of weekday events

- a. Catered drop-off events: a certified caterer drops off fully prepared food to the shul and the dairy kitchen and "shipping area" are not used. A member of the shul office will be present when the drop off is made to ensure that the products are certified before they are brought into the synagogue.
- b. Catered events that use the dairy kitchen or shipping area for preparation or reheating: a member of the clergy, the executive director or an officially designated *mashgiach* must be assigned to be *yotzai v'nichnas* and will be present both when the food is delivered, heated, and served. When this event is under official COR supervision, the COR mashgiach will oversee this process as per COR policy.
- c. Synagogue events in which the kitchen is used by members or their guests as part of the event: a member of the clergy, the executive director or an officially designated *mashgiach temidi* must be assigned to oversee all use of the kitchen for both safety and kosher reasons.

## VIII. Shabbat and Yom Tov Guidelines

- a. All deliveries must arrive prior to Shabbat and Yom Tov – food arriving on Shabbat will not be accepted into the shul.
- b. Reheating food for Kiddush: Only dry, fully cooked foods such as *kugels*, chicken and meat may be warmed on Shabbat by placing them into the hot box / warmer (which is not capable of cooking and whose knobs are covered).
- c. Chulent like foods: Foods containing liquids must be placed into the hot box / warmer on Friday before Shabbat. The hot box / warmer must be turned on to a safe temperature before Shabbat and left on until the food is removed.
- d. All meat *kiddushes* (Teen Minyan, Kiddush clubs, and YP Kiddushes) require a *mashgiach temidi* to be present in the back room as the food is placed in the warmers and removed to be served, as well as during preparation and plating. The mashgiach must

likewise review the area where food is served before and during the event to make sure that no outside food is brought in. The hot box must be locked when the mashgiach is not present in the room.

e. All dairy and pareve *kiddushes* require a clergy member, ED or *mashgiach* to spot check that the food is being heated properly and served in the appropriate utensils.

IX. Passover

- a. No outside food will be allowed in the building over Passover.
- b. No meat food will be served in the synagogue over Passover.
- c. A *mashgiach temidi* will be required for all Passover food service.