

Kashrut Guidelines

Updated September 2016

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

Please remember that

- The use of the kitchen is a privilege, not a right.
- Anyone who enters the kitchen must 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 losing future use of the kitchen as well as potentially being charged for any restoration to return kitchen to fully koshered state.
- Throughout this document, when the Rabbi is absent then the Rabbi's appointee, or the kashrut committee chair shall be consulted.

Kitchen Security

1. The dairy side of the kitchen must be locked when not in use.
2. The pantry, when not in use, is meant to be used as an emergency exit. 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.
4. All refrigerators, freezers and food and equipment storage areas are to be locked.

Kitchen Use

1. No one is to have any private items of any kind stored in the shul kitchen.
2. All utensils and equipment are to be clearly marked indicating their status (dairy or meat).
3. Carts may be used for meat or dairy, 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 (eg 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 kitchen without the permission of the Kashrus Committee.
6. No outside or new equipment may be brought in without speaking to the Kashrus Committee 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 Kashrus Committee or the Rabbi.
9. Unless other arrangements are made, and with specific approval from the Rabbi, only one side of the kitchen can be used per event. The determination of the type of preparation permitted is at the discretion of the Rabbi.

Tovelling

Please be aware that most new equipment has to be tovelled in a mikvah before it can be used. All new equipment must be shown to the Rabbi before use.

Events

1. Before ANY EVENT is held in the shul that requires use of a shul kitchen, and 'Event Information Form' must be filled out and submitted to the DNG office.
2. It is the decision of the Rabbi whether a mashgiach must be employed for any particular event.
3. All food preparation must be done in the shul kitchen or by a caterer approved by the Rabbi.
4. When you intend to prepare food in the kitchen, the Rabbi or Kashrus Committee is required in advance to be notified when this is going to take place.
5. In the event that an event is booked by an organization (TLC, NCSY, etc.) and the food preparations are done by the group, a mashgiach approved by the Rabbi must be present to oversee all food preparation. The mashgiach must understand that they are achrai over the food and its preparation, and they must sign the event information to confirm their understanding.

Food Items

1. All food ingredients, products and prepared food must have an approved certification.
2. For a list of approved kashrus symbols, please see http://www.crcweb.org/agency_list.php
3. Products from Israel have special concerns, especially fruits and vegetables. Before bringing in any fruits or vegetables from Israel, please speak to the Rabbi.
4. When using raw eggs, they must be checked for blood spots.
5. Due to concerns with insect infestation, fruits and vegetables should not be bought before consulting with the Rabbi or the Kashrus Committee.
6. All wine and grape juice must be mevushal and have an approved hashgacha.
7. All liquor must be approved by the Rabbi or mashgiach.
8. Meat and fish must be prepared and cooked in separate utensils. They also must be served on separate utensils.
9. All candy distributed in the shul (bar mitzvahs, aufrufs etc.) must have an approved hashgacha on the label or be approved beforehand by the Rabbi.
10. 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 the establishments, provided the items are sealed with the 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.

Shabbos/Yom Tov Concerns

1. 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.
2. 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.
3. Any requests to the non-Jewish help should be made through the Rabbi or his appointed designated appointee (and not the caterer).

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 decorations (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. And 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 seals should be broken 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.

Warming/Heating Food on Shabbos

Warming or heating food on Shabbos is not to be done except according to the conditions and methods described here:

1. Only dry, fully-cooked foods (such as kugels and chicken cutlets) may be warmed up on Shabbos. These foods may be placed in the hotbox.
2. No food may be placed in a heated oven or on a heated stovetop.
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, cannot 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 or lids should not be removed and replaced, nor may food be stirred while the pots are still on the fire or heat source.
7. Instant coffee should be made in a keli sheni, 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.

General Shabbos Issues

1. Can openers should not be used.
2. Slotted spoons may not be used with any foods containing liquids.
3. No chopping fruits or vegetables into small pieces. Grinders or graters are not to be used.
4. Food with writing on it should not be cut on Shabbos (i.e. a decorated cake- the writing should be on a removable piece of paper or chocolate).
5. Dishes may not be washed on Shabbos (even by a non-Jew) unless they are needed for another use on Shabbos.
6. No appliances may be turned on or off on Shabbos by a non-Jew.
7. No preparations for after Shabbos may be done on Shabbos, even by a non-Jew.
8. Catering equipment, food, centerpieces, etc. may not be removed from the facility on Shabbos.

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 (oven, stove and hot box) 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 CANNOT 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. 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 or issues regarding kashrus that are not explicit in this document should be addressed to the Rabbi or Kashrus Committee.