

**Avon Congregational Church  
Avon Nursery School  
Safe Conduct Policy**

***I. General Background***

Our mission statement:

The covenants between persons seeking employment or authorized volunteer positions in Avon Congregational Church (the "Church") and Avon Nursery School require honesty, integrity and truthfulness for the health of individuals participating and for the Church as a whole. Our goal is to pursue love, safety, peace and security for all who participate in our programs, wherever held, as well as for those who use our facilities. We recognize that all persons are created in God's image (Genesis 1:26). Both the Old and New Testaments instruct the faithful to do justice and to care for all persons, including the young. To that end, your Church is committed to providing a safe and nurturing environment in which infants, children, youth and adults can learn about and experience God's love. We have a moral responsibility to provide the highest quality and safest care and programming possible in all areas of our ministry programs.

Definitions:

Child sexual abuse and sexual misconduct, as understood in this document, always involve a relationship in which both parties do not have equal power. Any sexual contact must take place between two mutually consenting adults. Such mutual consent is not possible where there is an imbalance of power, for example, between pastor and congregant, church teacher or youth leader and child, choir director and choir member.

For the purposes of this policy we are using the following definitions:

Minister: a person engaged by the church to carry out its ministry. *Minister* includes elected or appointed leaders of the Church, employees, and volunteers as well as authorized ministers.

Authorized Minister: a person who holds ordained ministerial standing or has been commissioned or licensed by an association of the United Church of Christ

Ministerial Relationship: the relationship between one who carries out the ministry of the Church and the one being served by that ministry

Child Sexual Abuse: Any sexual activity with a minor child whom is used for the sexual gratification of another to include, but not be limited to: fondling, penetration, inappropriate touching, verbal comments, pornographic materials, obscene phone calls, exhibitionism or any behavior that violates applicable law.

Minor: Any individual under the age of eighteen.

Sexual Misconduct includes sexual harassment (verbal and/or physical), sexual advances and/or sexual contact between a minister or authorized minister, who has an assigned role with children and/or youth in the Church and the employees, members, youth, children and counselees of the Church.

Sexual exploitation: Sexual activity or contact (not limited to sexual intercourse) in which a minister or authorized minister engaged in the work of the Church takes advantage of the vulnerability of a participant by causing or allowing the participant to engage in sexual behavior with the minister.

Sexual harassment: repeated or coercive sexual advances toward another person contrary to his or her wishes. Includes behavior directed at another person's sexuality or sexual orientation with the intent of intimidating, humiliating, or embarrassing the other person, or subjecting the person to public discrimination. Includes unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when:

- Submission to such conduct is made either explicitly or implicitly a term or condition or circumstance of instruction, employment, or participation in any Church activity;
- Submission to, or rejection of, such conduct by an individual is used as a basis for evaluation in making personnel or Church-related decisions affecting an individual;
- Such conduct has the purpose or effect of unreasonably interfering with an individual's performance or participation in church activities or creating an intimidating, hostile, or offensive work or Church environment.

Sexual harassment includes unsolicited and unwelcome contact that has sexual overtones, particularly:

- Written contact, such as sexually suggestive or obscene letters, notes, or invitations;
- Verbal contact, such as sexually suggestive or obscene comments, threats, slurs, epithets, jokes about gender-specific traits or sexual orientation, sexual propositions;
- Physical contact, such as intentional touching, pinching, brushing against another's body, impeding or blocking movement, assault, coercing sexual intercourse; and
- Visual contact, such as leering or staring at another's body, gesturing, displaying sexually suggestive objects or pictures, cartoons, posters, or magazines.

Sexual harassment also includes continuing to express sexual interest after being informed directly that the interest is unwelcome--or using sexual behavior to control, influence, or affect the career, salary, work, learning or worship environment of another. It is impermissible to suggest, threaten, or imply that failure to accept a request for a date or sexual intimacy will affect a person's job prospects, Church leadership, or comfortable participation in the life of the Church. For example, it is forbidden either to imply or actually withhold support for an appointment, promotion, or change of assignment, to suggest that a poor performance report will be given because a person has declined a personal proposition; or to hint that benefits, such as promotions, favorable performance evaluations, favorable assigned duties or shifts, recommendations or reclassifications, will be forthcoming in exchange for sexual favors.

Teacher: An adult over the age of 18 who has responsibility for a Church classroom and has attended teacher training.

Classroom Helper: an adult or responsible youth who assists a teacher.

Inappropriate Behavior: Using suggestive language, suggestive behavior or profanity to or around others, including youth and children.

Confidentiality: When investigating an allegation, those involved shall maintain complete confidentiality with respect to names and events. The guiding rule of confidentiality is to tell only who needs to know and only what they need to know. This shall be followed by all involved.

## ***II. Ministerial Conduct***

All persons engaged in the ministry of the Church, including elected or appointed leaders, employees, volunteer and authorized ministers, are responsible for knowing the possible impact of their words and actions in ministering to the emotional, mental, and spiritual needs of persons with whom they have contact or over whom they have any kind of authority. Sexual abuse, harassment, exploitation or misconduct, of parishioners or other individuals by someone engaged in the ministry of the Church is unethical and unprofessional behavior and will not be tolerated.

Because ministers often deal with individuals who are emotionally and psychologically fragile or otherwise personally vulnerable, it is imperative that those engaged in the ministry of this Church maintain their own psychological, emotional and spiritual health and that they have adequate education for helping those individuals they serve in ministry. It is the policy of the Church to encourage its leaders, authorized minister, employees and volunteers to nurture safety within ministerial relationships by being attentive to self-care, education and the importance of referring those in need to supportive and helpful resources.

## ***III. Safe Conduct Policies***

Recruiting Church Workers: Selection and Screening Process

- All people who desire to work in the Church with minors shall complete a screening form. These screening forms shall be kept in a confidential file. In order to ensure safety for all persons involved, the following guidelines will be followed when considering individuals to service in ministries with minors:
  1. An individual with an undeclared criminal history will not be considered.
  2. An individual with a felony conviction involving child abuse will not be considered.

3. An individual who has any criminal history that may impair or disable his/her ability to perform effectively the functions of the position, including those which involve the abuse or neglect of a minor shall not be considered.
4. An individual with any criminal conviction for a crime of violence shall be considered on a case-by-case basis.
5. Avon Congregational Church School welcomes as volunteers members who have been regular attendees for six months and friends who have been regular attendees for a year or more to become involved with the church school and youth ministry programs at various levels of commitment. The Minister of Christian Education in conjunction with the Board of Christian Education shall be primarily responsible for screening applicants for volunteer and staff positions with children and youth. It is required that all employees or volunteers who work with minors will complete and submit a screening form (see attached appendix). All screening forms will be reviewed by the Minister of Christian Education in consultation with the Pastor as needed. Prior to serving, each volunteer or staff shall meet with the Minister of Christian Education in order to review the statements on the screening forms and policy and guidelines regarding safe and nurturing church environment. The Minister of Christian Education and the Pastor reserve the right to guide someone to another area of ministry should they feel they are not suited for working with children or youth.
6. The Avon Nursery School ("ANS") welcomes as volunteers members of Avon Congregational Church who have been regular attendees for six months and friends who have been regular attendees for a year or more. ANS also welcomes parents of children who attend ANS in either the three or four year-old program. All screening forms will be reviewed by the ANS Director in consultation with the ANS Board of Directors and the Pastor as needed. Prior to serving, each volunteer or staff shall meet with the ANS Director in order to review the statements on the screening forms and policy and guidelines regarding safe and nurturing church environment. The ANS Director, ANS Board of Directors and the Pastor reserve the right to guide someone to another area of ministry should they feel the individual is not suited for working with children or youth.

### Supervision

1. It shall be the responsibility of the Pastor, the Minister of Christian Education and the ANS Director, in conjunction with the Board of Christian Education and the ANS Board of Directors to supervise all staff and volunteers including the Youth Advisors who have contact with minors involved in Christian education within Avon Congregational Church.
2. Supervisors will ensure that all staff and volunteers have received the training to perform their ministries with competence and ensure that all church policies are being administered adequately. (See the Safe Conduct Guidelines in attached appendix).
3. Supervisors will ensure that each classroom is staffed with two trained volunteers at all times and that youth programs and meetings also will be attended by two trained volunteers to ensure that all Church policies are being observed.
4. Any adult who will supervise overnight stays of children or youth must complete the screening procedure outlined above to participate in the overnight activity. In addition, these forms must be reviewed and a record check completed prior to participation in the overnight event.
5. If any minor is to participate in a chaperoned or supervised church activity away from the church, a signed parental consent form which includes a medical form disclosing all medications and dosages to be taken while on the trip must be submitted prior to such activity.

### Mandated Reporters

CT State law (Public Acts 02-106 and 02-138) mandates that any person paid to care for a child in any public or private facility is mandated to report suspected child abuse or neglect to DCF or a law enforcement agency. By that definition the Pastor, the Minister of Christian Education and the ANS Director are mandated reporters and thus the Church is a mandated reporter. If any volunteer or paid staff suspects that a child is being abused or neglected, **whether they believe the abuse or neglect has happened/is happening at the church or a church function or not**, they are to notify the Pastor, the Minister of Christian Education or the ANS Director (individually, the "Reporter") immediately. The Reporter will notify the proper authorities and will then follow the procedures listed below for the reporting of incidents.

### Reporting of Incidents

All staff, teachers, aides, and volunteers of the Church shall follow the following reporting procedures in order to promote accountability among all members of the Church.

1. Any and all incidents involving questionable or inappropriate behavior related to possible sexual misconduct or sexual, physical, or verbal abuse shall be immediately reported to a Reporter.
2. The incident shall be documented in writing by the staff member who receives the report. The report shall contain the date, time, persons involved and a full explanation of the incident. (See attached appendix).
3. The Reporter will meet with the Pastor and the Chairperson of the relevant Board to discuss and implement an appropriate response.
4. All staff, teachers, aides, and volunteers shall be informed and trained in this reporting responsibility.

#### Response

The Church shall treat every allegation of sexual abuse, misconduct and inappropriate behavior very seriously and shall thoroughly investigate every allegation in a prompt, professional and confidential manner.

1. When questionable or inappropriate behavior related to possible sexual abuse or inappropriate behavior is observed and reported, responses may include, but are not limited to the following:
  - a. Documentation and close monitoring of the accused.
  - b. Discussion with the accused to ensure he/she understands and respects appropriate limits of behavior.
  - c. Discussion with the accused and immediate removal from the position and placing them on leave pending completion of the investigation.
  - d. Overall evaluation of the incident, including interviews with the alleged victim and accused and counseling referrals if necessary. If the nature of the incident does not require legal intervention and all parties agree that counseling will suffice, such a recommendation may be made and reviewed by counsel to church for legal sufficiency.
  - e. A formal report may be filed at which time professional intervention shall be requested through the Department of Children and Families and the Avon Police Department. In addition, the accused shall be removed from his/her position pending the completion of an investigation.
2. The Pastor shall notify and discuss all allegations with counsel to the Church to ensure that all legal requirements are met in the response process. In the event that the accused is the Pastor, the Moderator in consultation with the Chair of the Deacons and Chair of the Board of Trustees shall follow this course of action on behalf of the Church.
3. The Pastor and/or the Church Moderator shall notify the Church insurance carrier.
4. Every effort shall be made to comfort and protect the victim of the alleged abuse to ensure that the victim's needs are being met.
5. If an alleged incident involves a minor, the parent or guardian shall be notified immediately.
6. The accused shall be treated with respect and dignity during the investigation process.
7. The ministers of the Church need to be free to provide pastoral care to all parties involved. Therefore, a response team consisting of three to five Church leaders shall be formed which may or may not include the ministers. A single spokesperson shall be designated to speak to the media on behalf of the Church. The ministers of the Church will decide on a case-by-case basis if the counsel of the Regional Minister of the United Church of Christ is needed and will make the appropriate phone call.
8. Role of the Response team:
  - a. Appoint from within the group teams of two people, one male and one female, to conduct interview with victims, accused and any witnesses.
  - b. The complete team will gather to hear results of interviews and ask questions of clarification.
  - c. The team will decide if more information is needed to make a decision.
  - d. The team will make a decision
  - e. The team will inform all parties of the decision, including the Moderator, the Chair of the Deacons, and the Chair of the Board of Trustees.

9. Notification to the congregation will be handled on a case-by-case basis at the discretion of the Minister, the Moderator and the Chair of the Deacons.

### Training

All staff, teachers, aides, and volunteers who work with the children and youth of the Church shall be given access to a copy of this policy and shall be oriented regarding what his/her responsibility is in preventing and reporting allegations.

4. Training of staff and volunteers include:
  - A basic orientation to the facts about child abuse.
  - A description of what to look for in order to prevent sexual abuse.
  - An explanation of Church policy and the reporting procedure.
  - A commitment from staff to follow conduct guidelines and these prevention and reporting procedures.
  - Provision of in-depth training around issues surrounding youth offered to all youth leaders and confirmation mentors.
2. The Pastor shall be responsible for reviewing the volunteer policies of the Church with all new members of Avon Congregational Church during new member orientation.
3. The Pastor, Board of Christian Education and Minister of Christian Education shall be responsible for educating the congregation, and the ANS Director and ANS Board of Directors shall be responsible for educating the parents of the nursery school students, on the need for such a policy and shall offer an annual workshop or annual newsletter article to discuss these issues with interested members of the Church community.
4. Youth shall be informed frequently—especially before overnight events—who are the safe individuals to approach should they feel concerned for their safety, security or well-being. This will be the responsibility of the in-charge staff individual.

## Building Safety Guidelines

Everyone in the Church, and particularly those who take responsibility for groups of children, should know some basic facts about the physical aspects of our building. This will help us think quickly and clearly in the event of an emergency.

Please report any accidents or injuries to the Pastor, the ANS Director, the church administrator, or the deacons.

### Bathrooms

Bathrooms are handicapped accessible. There are a men's bathroom and a women's bathroom on the first floor of the administrative wing, across from Avon Nursery School. There also is a unisex bathroom on the second floor of the administrative wing, across from the Christian Education office. The Avon Nursery School also has a bathroom off the classroom located closest to the western stairway.

### Elevator

We ask that any adult remind children - as necessary - lovingly but firmly, that the elevator is not a play area and that children should not use it as such.

### First Aid Kits

A first aid kit is located in each of the classrooms and in the kitchen.

### Food Allergies

The downstairs classrooms, which the ACC Sunday school shares with the Avon Nursery School, are striving to be nut-free environments. This is for the safety of those individuals within our community who have life-threatening allergies to nuts and nut products.

### Hallways

Children (and any adults so inclined) should not run in the hallways.

### Kitchen

The kitchen is a wonderful resource, but it has potential dangers. No children should be in the kitchen without adult supervision. Please refer to *Appendix C: Safe Church General Kitchen Practices and Procedures* for full details.

### Telephones

Telephones are located in the church office, in the kitchen, in the Pastor's office, in the Choir Room, in the Christian Education office, in the ANS Director's office, and in the Avon Nursery School. There is also a phone located in the stairwell from the sanctuary to the basement. Press any "line" button to get an outside line.

## FIRE SAFETY

Fire extinguishers are located throughout the building:

- First floor hallway nearest the Kitchen
- In the Kitchen
- Second floor hallway near the Music Room
- Sanctuary balcony—West Side
- Sanctuary balcony—East Side
- Sanctuary—Front Left and Right Amen Pews
- Narthex
- Basement—Elevator Mechanics Room
- Basement—outside the Boiler Room
- Basement—Shelves in Alcove

**Fire alarm pulls** are located throughout the building, near the exits.

### **Emergency Evacuation and Fire Drills**

Each fall and spring the Sunday school will hold a fire drill.

The Avon Nursery School will hold fire drills as mandated by the Connecticut licensing authority.

Emergency exit plans are posted in each classroom. In general, follow the nearest exit sign to the outside of the building and proceed to the parking area behind 14 West Main Street (the Avon Water Company).

### **Fire Drill Procedures**

Each classroom has a floor plan and suggested exit routes.

1. The Minister of Christian Education will review the procedure for a fire drill with teachers at teacher training sessions.
2. When the alarm sounds, the children in classrooms will exit the building under the direction of their teachers and proceed to the parking area behind 14 West Main Street (the Avon Water Company).
3. **DO NOT USE THE ELEVATOR** during a fire drill or during an actual fire.
4. Those in the Sanctuary will exit quietly and quickly by way of the nearest exit, when the alarm sounds. Anyone desiring assistance should remain in place and will be assisted by volunteers.
5. The Minister of Christian Education will conduct a final checkup of restrooms and classrooms, and determine from the teachers that all children are accounted for, and report any missing to authorities.
6. When outside, please stay well away from all exits, and then quietly await the "All Clear" signal given by the AVFD or the ACC Warden. Do not return just because the alarm stops.
7. In order to assure that all children are accounted for outside by the teachers, the parents are asked to wait until the accounting is completed before getting their children.
8. The designated area for parents to pick up children will be behind 14 West Main Street (the Avon Water Company).

**Appendix A**  
**SAFE CONDUCT GUIDELINES FOR WORKERS WITH YOUTH**  
**Avon Congregational Church**  
**Avon Nursery School**

Because we desire to be faithful in responding to the biblical mandate to “let the children come unto me,” because we want to provide the safest program for youth, and because we want to protect those persons working with youth, we will follow the guidelines below:

1. We will touch youth only in appropriate ways and places:
  - On the hand, shoulder or upper back
  - Never against a youth’s will (unless in the case of clear and present danger of the youth or another youth)
  - Never causing a youth’s discomfort
  - Never when it would have the effect of over-stimulating a youth
  - Never in a place on a youth’s body that could be covered by a bathing suit, unless for clear medical necessity
  
2. The purpose of discipline with youth is to maintain order in a manner consistent with the teaching of Christian responsibility, respect, and cooperation.
  - No youth shall be disciplined by the use of hitting, slapping, or any other form of physical punishment.
  - Verbal reprimands shall not include destructive criticism, insults, or shouting.
  - When we encounter a particularly difficult youth or situation, we will seek assistance from the person in charge (Director of Christian Education, Pastor, Youth Advisor or ANS Director).
  - We will respect youth with both our actions and words.
  - We will not use profane, abusive or derogatory language or actions.
  - All physical contact such as wrestling, horseplay, etc. or any other high contact games are not appropriate recreational activities in a church setting. As such, no youth advisor, teacher, or volunteer should encourage or initiate such contact.
  - Allowing youth to roam the church building or grounds unsupervised shall also be discouraged.
  
3. All youth group participants shall remain with the group throughout the times of the activity. Under no circumstances shall youth be allowed to separate from the group activity and roam from adult supervision.
  
4. A youth advisor, teacher or volunteer shall not remain with youth alone in the building at any time.
  - If a youth has not been picked up on time by parents or guardians, two adults shall remain with the youth to wait.
  - Youth should not be driven home by a volunteer, teacher or youth advisor alone in a vehicle. Instead, parents should be notified or two volunteers, teachers or youth advisors shall bring the youth home with parental consent. If circumstances necessitate driving a youth alone, parents shall be notified.
  
5. Any adults who will be providing transportation throughout the program year to youth events off the premises shall complete a Transporting Children and Youth in a Motor Vehicle form (see appendix). Completed forms will be kept on file in a secure place and updated regularly. Training shall include telling transport people that all vehicles have enough gas to travel to and from the event before coming to drive. Persons in charge will check with drivers. Cars will stay together while traveling as much as is safely possible. Some form of communication between cars is mandatory (i.e., cell phones or walkie-talkies).
  
6. A complete First Aid Kit shall be brought by the leader of each event off the premises of the church.

**Appendix B**  
**SAFE CONDUCT GUIDELINES FOR WORKERS WITH CHILDREN**  
**Avon Congregational Church**  
**Avon Nursery School**

Because we desire to be faithful in responding to the biblical mandate to “let the children come unto me,” because we want to provide the safest program for children, and because we want to protect those persons working with children, we will follow these guidelines:

1. We will respect children with both our actions and words. We will not use profane, abusive or derogatory language or actions.
2. We will touch children only in appropriate ways and places:
  - On the hand, shoulder or upper back
  - Never against a child's will (unless in the case of clear and present danger of the child or another child)
  - Never causing a child's discomfort
  - Never when it would have the effect of over-stimulating a child
  - Never in a place on a child's body that could be covered by a bathing suit, unless for clear medical necessity or when changing a diaper or helping a young or handicapped child use the toilet.
3. The purpose of discipline with children is to maintain order in a manner consistent with the teaching of Christian responsibility, respect, and cooperation.
  - No child shall be disciplined by the use of spanking, hitting, slapping, or any other form of physical punishment.
  - Verbal reprimands shall not include destructive criticism, insults, or shouting.
  - When we encounter a particularly difficult child or situation, we will seek assistance from the person in charge (Minister of Christian Education, Pastor, or ANS Director).
4. To the fullest extent possible, a teacher shall not be in a classroom alone with children--all activities will be team-taught.
  - We will carry out activities in open areas, not in private offices or spaces.
  - Doors without windows will be left open when sessions with children are taking place.
  - All teachers, youth advisors, aides or anyone else working with children shall strive to not place themselves in a compromising situation by being alone with a child out of sight of other teachers, youth advisors, aides, or parents.
  - When helping children to clean up from crafts and wash hands, the door to the bathroom should be left completely open.
5. Toileting young children:
  - All teachers, advisors, or aides will wait outside the bathroom door for children while they are performing personal sanitary functions.
  - When able, a child should take care of his/her own clothes after toileting.
  - When a child needs help with his/her clothing the adult should have the child step out of the stall and into an open area.
  - Any adult who is helping a child go to the bathroom should inform the other adult in the room that this is what they are doing.
6. All volunteers who work with children shall participate in a yearly training event focusing on issues of child sexual abuse and the Church's current policies and procedures.
7. Any adults who will be providing transportation throughout the program year to events off the premises shall complete a Transporting Children and Youth in a Motor Vehicle form. Completed forms will be kept on file in a secure place and updated regularly. Training shall include telling transport people that all vehicles must have enough gas to travel to and from the event before coming to drive. Persons in charge will check with drivers. Cars will stay together while traveling as much as is safely possible. Some form of communication between cars is mandatory (i.e., cell phones or walkie-talkies).
8. A complete First Aid Kit shall be brought by the leader of each event off the premises of the church.

**Appendix C**  
**SAFE CONDUCT GENERAL KITCHEN PRACTICES AND PROCEDURES**  
**Avon Congregational Church**  
**Avon Nursery School**

**Prior to Working in the Kitchen**

- Workers/Volunteers should be healthy and symptom free 72 hours prior to working in the kitchen (no colds, vomiting, diarrhea, fever, nausea)
- Purses, cell phones, hats and coats are stored in a separate area from food, counters, and prep areas

**Hand washing**

- Use separate, designated hand washing sink only – wash hands with soap and warm water for 20 seconds, rub vigorously, rinse with clean water and dry with paper towels (make sure there are adequate supplies – extra soap & paper towels)
- Wash hands before:
  - (1) Starting work
  - (2) Engaging in food prep
  - (3) Handling clean equipment & utensils
  - (4) Putting on disposable gloves
- Wash hands after:
  - (1) Using the toilet
  - (2) Coughing, sneezing, eating, smoking
  - (3) Touching raw foods
  - (4) Touching hair or face
  - (5) Handling money
  - (6) Using cell phone
  - (7) Removing disposable gloves
- Always use gloves when there's a band-aid on the hand or finger

**Approved Food Source**

- Food from reputable food distributor or farmer's market
- Prohibited foods – recreationally caught fish or shellfish, hunted game meats, home canned foods, home grown or prepared foods
- Check hermetically sealed cans for defects – avoid bulging, dented cans

**Approved Method to Transport Foods**

- Store meats, frozen foods, and perishables in insulated containers while transporting; which is especially important in the summer when car temperatures can reach over 100 degrees. Keep travel time brief, so that foods are not stored for long periods of time in non-refrigerated containers.

**Serving Ready to Eat Foods**

- Note: Ready to Eat foods are those that need no further cooking, washing or preparation, such as a tossed salad, deli sandwich or washed apple
- Always use a barrier between hands and ready to eat foods – tongs, spatulas, deli tissue, disposable gloves

**Food Storage and Defrosting**

- Food boxes are stored off the floor (at least 12 inches) and never place items from the floor onto food prep surfaces (includes boxes, shopping bags, etc.)
- Items stored in the refrigerator are labeled with a storage date and opened date
- Raw meats are stored on the lowest refrigerator shelf and covered
- Cooked foods, fruits and vegetables are stored on upper shelves and covered
- Eggs should be used immediately and not pooled (combined for later use); use pasteurized liquid eggs for advance prep dishes requiring eggs (omelets)
- Suitable defrosting methods – in refrigerator, cool running water, microwave, or may use part of the cooking process to defrost for burgers, hot dogs and other foods under 3 lbs.

- Do not reuse bread, baked goods, coffee creamer, garnishes, butter, cream cheese once it has been served to the public (may be reused if only held at a serving station)
- Discard perishable food left out for more than 2 hours

**Food Preparation and Cooking**

- Wash, rinse and sanitize cutting boards between uses
- All fruits and vegetables must be washed prior to use – possible contamination of peel on cutting board and knives (ex. melons, lemons, limes, scallions) – use warm water and vegetable brush
- Use separate cutting boards and utensils for different food items
- Topping off containers of food is discouraged – FIFO – first-in, first-out; prefer new serving containers with fresh food
- Use a food thermometer to test food – dimple on probe is the mark for adequate depth for an accurate reading
- Sanitize thermometers between each use to avoid cross-contamination and store in holder
- Check calibration of thermometer – test in a cup of crushed ice (should read 32 degrees)
- Holding temperature for serving – hot foods 140 degrees or higher; cold food 45 degrees or lower
- Cooling down foods to 45 degrees within 6 hours – use ice bath, cooling paddles, smaller size storage containers, leave hot foods uncovered to speed up cooling but protect from contamination
- Reheat to 165 degrees within 2 hours (do not use steamer trays or food warmers to reheat – use stove & ovens)

**Cleaning and Sanitizing**

- Any surfaces and equipment under continuous use must be washed, rinsed and sanitized every 4 hours (applies to day long use)
- Wash with warm, soapy water; rinse with warm, clean water; and sanitize with bleach (in proper proportions 50-100 ppm) Use test strips to determine adequate bleach strength Let AIR DRY
- Only store necessary food service cleaning products in the kitchen and keep them away from food
- Cleaning products must be properly labeled
- Spray sanitizer bottles must be used with paper towels; not dish cloths
- Never dispose of mop water in ANY kitchen sink
- Limit sweeping and dusting while food, serving dishes, silverware are out; wait until afterwards

**Utensil Storage**

- Use knife racks
- Store utensils in neatly arranged drawers with handles all in one direction or store in a bin with handles stored up (grab the handle first, do not grab the part in contact with the food)

I have read the Avon Congregational Church Safe Handling & General Kitchen Procedures and agree to do my best to comply with these procedures.

Name: \_\_\_\_\_

Date: \_\_\_\_\_

Signed: \_\_\_\_\_