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<b>Policies, Procedures, and Guidelines</b>		Title: Food Safety		

## UUCLV Policy on Food Safety

It is important that food preparation, serving, and cleanup at UUCLV be done safely in accordance with established sanitation procedures to ensure the health of all participants. It is also necessary to ensure the cleanliness and aesthetic appeal of our main kitchen, bar serving area, and Social Hall. This policy identifies the responsible parties, the scope of their responsibilities, and the procedures for ensuring proper sanitation.

### **Responsible Parties:**

The Kitchen Manager (KM) is responsible for the development, implementation, promotion and oversight of the policy. The KM reports to the Board of Trustees.

### **Policy Statement:**


Sharing food and drink after the Sunday service and at special events is a longstanding UUCLV tradition. Breaking bread together affirms and promotes our sense of community and furthers an integral component of the mission of the congregation. Adherence to this policy ensures the healthfulness of congregational food-related activities.

### **Procedures:**

The main kitchen (MK), as a facility of UUCLV, is under the jurisdiction of the Board of Trustees, while coffee hour (CH), as an activity, is overseen by the Program Council. However, food safety and cleanliness guidelines apply equally to both the MK and CH. The Kitchen Manager (KM) is responsible for the development, implementation, promotion and oversight of the guidelines. The KM is also responsible for overseeing the duties and performance of the Coffee Hour Coordinator. The contract for the Coffee Hour Coordinator is available by contacting the Office Administrator.

The guidelines include procedures for washing dishes and utensils, sanitizing food preparation surfaces, and safe handling, serving, and storage of food. They have been incorporated into a checklist so that any group using the main kitchen and/or bar area, and/or Social Hall at UUCLV is expected to follow the guidelines for serving food and performing cleanup afterward. These guidelines are in accordance with accepted healthful sanitation procedures and they also ensure our facilities look their best on Sundays when we welcome our many visitors. Copies of the checklist are kept in the drawer under the coffee maker, and are also posted in the main kitchen and bar areas.

### Revision History

	<b>Unitarian Universalist Congregation of Las Vegas</b>  <b>Policies, Procedures, and Guidelines</b>	Policy: 4.06	
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01/13/10—Rev. 0.

02/27/12—Rev. 1.

This policy revision more clearly defines the need for the policy and expands its scope. It also defines the role of the KM and the KM's relationship to coffee hour and the Coffee Hour Coordinator. The policy introduces the concept of safety and cleanliness guidelines and the checklist created to assist with adherence to these guidelines.