



## Village of Hope Kitchen Volunteer Safety Checklist

Thank you for coming to volunteer in our Village of Hope kitchen where we prepare more than a million meals each year for homeless men, women and children. As such, we operate a commercial kitchen which requires strict adherence to safety and food handling rules. By signing this checklist below, you are agreeing to follow these rules so that we can provide a safe and meaningful experience for everyone. Don't worry about having to remember everything – all of these rules will be provided and reviewed again in the kitchen. *Thank you!*

### **Proper Kitchen Attire**

- No open-toed shoes (i.e. flip-flops, slippers, sandals, high-heels, wedges, pumps, platforms).
- Slip-resistant, closed-toe shoes or athletic/walking shoes are required.
- No low-cut or sleeveless shirts (i.e. halters, mid-drift/cropped, tank tops).
- No shorts, dresses, or skirts.
- Kitchen clothing will be provided upon request (i.e. shirt, apron).
- No dangling or long jewelry (i.e. earrings, necklaces, watches, bracelets).
- All long hair needs to be pulled back and tied up (for both men and women).

### **Food Handling**

- Must be 18 years or older to operate any kitchen machinery and/or use knives.
- Food service gloves must be worn when handling any raw food/ingredients.
- Cut-resistant gloves must be worn when using knives/sharp utensils.
- Do not eat or drink when handling all types of food (during prep or serving).
- Heat-resistant gloves/oven mitts must be used when handling hot pans/pots.
- Do not remove any hot items from the food service line. Kitchen staff will handle.

### **Additional Safety**

- Wash hands between tasks/activities and prior to putting food service gloves on.
- Keep the area assigned to you clean and safe.
- Good personal hygiene is required (i.e. clean clothing, no long/artificial fingernails, open cuts/wounds).
- If you have been sick within the last 24 hours, you will not be permitted to work around food, utensils, and kitchen equipment.
- No foul/derogatory language or horseplay.
- Be aware of all signs (i.e. wet floors, hot items, etc.).
- Avoid all cross-contamination of raw foods and ready-to-eat foods.
- Do not place any knives/sharp utensils in the dish pit area of the kitchen.

As the Group Leader, you are acknowledging that everyone in your group will sign the attached sign-in sheet, agreeing to adhere to the safety checklist above.

_____	_____
Print Name	Signature
_____	_____
Organization	Date & Shift Time

