

**Berkshire Harvest Rental Kitchen
195 Water Street
Lee, MA 01238**

**Cleaning Policy
Exhibit "B"**

Hand washing is the most important part of personal hygiene. Please follow steps outlined above the handwashing sink ONLY.

All food-contact surfaces need to be cleaned and sanitized after they are used. You should also clean and sanitize each time you begin working with a different type of food or when a task is interrupted. If items are in constant use they need to be cleaned and sanitized every four hours.

All equipment must be cleaned in between users. You must remove all parts to clean and sanitize. Cover mixers when not in use.

Items washed in the three-compartment sink should be rinsed or scraped clean before washing. They should then be washed in a detergent solution and rinsed in clean water. Next they should be sanitized in the sanitizing solution. Finally, they should be dried and all dishes put away.

All trash needs to be emptied when containers become full. Trash must be discarded in the dumpster behind the building.

Any spills need to be wiped up immediately i.e. floor, refrigerator

Any expired food needs to be thrown away. If food is expired and left in refrigerator, it will be disposed of by management.

The kitchen should be left the way it was when your shift began.

Any concerns should be brought to my attention immediately. It is at my discretion to dismiss any client from the kitchen.

Christine Clark

I have read and agree to abide by the above policy.

Signature:

Date: