**PROTOCOL FOR PERFORMING DUTY BY CATERING STAFF IN DIFFERENT CATERING RELATED AREAS OF AKAL ACADEMY, BARU SAHIB**

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| **SR. NO.** | **AREAS** | **Items Used As Precautionary Measures Taken By Various Catering Staff Workers Prior To Preparing Various Food Items/ Distribution Of Food Items And Washing Of Used Utensils** | **PROCEDURE** | |
| **1** | **VEG COLD STORAGE COMPLEX** | Salt Water, Baking Soda & Clean Water | After Arrival of Vegetables, their cleaning is processed in Three Phases. Firstly they are dipped in Salt Water for 2 to 5 Mins. Secondly they are dipped in Baking Soda & Water Solution for 2 to 5 Mins. Thirdly all Vegetable items are thoroughly cleaned once again in Clean Fresh Water for 3 to 5 Mins. There after all thoroughly washed Vegetables are stored in Cold Storage Store House. | C:\Users\dell\Pictures\washing veggies.jpg |
| **2** | **CUTTING SECTIONS** | Wearing of Appron, Face Mask, Cap/Patkaa, Gloves & Seperate Pair of Slippers (issued for each individual worker), Cleaning of Knives, Machines, Crates and Washing of All Vegetable items once again before using them for cooking. | Wearing of Appron, Face Mask, Cap/Patkaa, and Gloves & Seperate Pair of Slippers is compulsary for all. All Approns, Patkaas & Slippers are washed atleast once every day.    At the end of the working time of each worker Face Mask & Gloves are disposed off in the dustbin specially provided for this purpose. After cutting all Vegetable items are washed once again with Clean Fresh Water. Similarly all Crates, Machines & Knives are Thoroughly Washed with Warm Water. | C:\Users\dell\Pictures\download (56).jpg |
| **3** | **COOKING AREAS** | Wearing of Disposable Gloves, Appron, Caps/Patkaas, Seperate Pair of Slippers (issued for each individual worker), Face Mask, Thorough Refinning & Washing of Rice and Lentils. | Wearing of Appron, Disposable Gloves, Mask, Cap/Patkaas & Seperate Pair of Slippers is compulsary for All Staff Members working in the Kitchen, Bakery & Halwai Section. | C:\Users\dell\Pictures\download (57).jpg |
| **4** | **BREAK SECTION** | Use of Butter Papers, Brown Paper Envolops, Gloves and Approns. | All Snacks Food items are Wraped in Butter Paper & All Fruit Items are packed in Brown Paper Envolops before dispatching them for distribution of these Break Items for Students in Various Corridors. | C:\Users\dell\Pictures\images (27).jpg |
| **5** | **ALL MESS COMPLEXES** | Wearing of Gloves, Appron, Face Mask, Cap/Patkaa for Counter Service. Use of Surf Liquid & Warm Water for Cleaning & Disinfecting all used Utensils items. | Wearing of Appron, Disposable Gloves, Mask, Cap/Patkaas is compulsary for All Staff Members. All Plates and Spoons are served by the Mess Staff.  Dessert item is served by the Staff Members at the First Front Counter only. All Food Distributions Counters Services are Served by Mess Staff only. | C:\Users\dell\Pictures\download (60).jpg |
| **6** | **UTENSILS WASHING AREA** | IFB Quick Wash, Rin, Surf Liquid & Scrubber | For the Cleaning of Utensils, IFB Mark Chemical, Rin Chemical, Surf Liquid, Scrubber & Fresh Warm Clean Water are used. | C:\Users\dell\Pictures\images (29).jpg |
| **7** | **DRYING UP AREA FOR ALL DULY WASHED PLATES, SPOONS & GLASSES** | All duly washed Plates, Spoons & Glasses are placed in specially designed Racks for Drying. | All these Racks are placed under Switched on Electric Fans till all these Duly Washed Utensils are Fully Dried Up. | C:\Users\dell\Pictures\images (31).jpg |
| **8** | **CRATES WASHING AND CLEANING AREA** | Vegetables held in Crates on being unloaded from the vehicle, are to be immediately transferred into Hygienically Cleaned Crates held in the Veranda outside the Vegetable Cold Storage Complex.  All unhygienic dirty emptied crates to be kept segregated outside on Left Side of the Complex and arrangements made for cleaning these dirty crates at the earlies possible. | All Unhygienic dirty Crates held in the entire Baru Sahib Complex to be collected and stored at one place near the Vegetable Cold Storage Complex and arrangement made to hygienically clean them.  Only Hygienically Cleaned Crates to be used for holding Vegetables whether kept inside the Cold Storage Complex or used for carrying Vegetables to the Central Kitchen/ Vegetable Cutting Area for preparation of meals for the day. | C:\Users\dell\Pictures\images (32).jpg |

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