

**Congregation Beth Emeth
Board of Directors
Kashrut and Kitchen Guidelines**

Revised September 2010

GENERAL GUIDELINES

1. The Kashrut of Beth Emeth's kitchen is under supervision of a Head Mashgiah with final authority vested in the Rabbi. Food and drinks brought into the building for a synagogue event must be purchased by an authorized Purchasing Agent, in order to control cost, storage, potential allergies, and limit duplication of supplies.
2. All foods to be prepared in or served from Beth Emeth kitchens must be inspected by the Head Mashgiah or designee.
3. Food may not be cooked or prepared in any outside kitchen and then brought into the synagogue to be served unless if from an approved caterer.
4. Food shall not be brought into or taken out of the building on Shabbat or Yom Tov.

KITCHEN USE

1. Those who may use the kitchen for preparation and serving of full meals or light refreshments under the supervision of an authorized Mashgiah are:
 - Affiliated arms of the synagogue such as the Sisterhood, Men's Club, Youth Groups and BEECC PA. Others include the Religious School, BEECC, and all standing committees.
 - Caterers whose names appear on the approved list (Note: caterers must be supervised by a Mashgiah of Congregation Beth Emeth).
 - Members of Congregation Beth Emeth (under Mashgiah supervision, consult Kitchen Manager).
2. We have a dairy kitchen and a meat kitchen. Please make all arrangements through the Kitchen Manager.
3. Kitchen operations shall conform to the practices outlined below. The Head Mashgiah/Kitchen Manager may curtail any or all kitchen operations when problems arise.

- Wash hands before handling food, use gloves and tie back hair when preparing food in the kitchen.
- Anyone using the kitchen must clean up afterwards and return trays and serving bowls to their proper places. The cabinets are clearly labeled as to where items are to be placed.
- Plastic containers, glass bottles, etc., MUST be rinsed and recycled. Items should be placed in the box labeled "Recycle".
- Food in the refrigerator will be labeled for upcoming events, bar/bat mitzvahs, Spaghetti dinner, etc.
- All food must be picked up no later than Monday afternoon following any social event. Anything left in the refrigerator after Monday will either be donated to a shelter or thrown out.

FOOD BROUGHT IN FOR PERSONAL USE

- Food brought in for personal use of an individual must be, dairy, pareve or vegetarian. The food may not be carried into the Beth Emeth kitchen, nor may any utensil from the kitchen be used with it. Please note that baby bottles and sippy cups, etc., must be washed in the rest rooms and not the kitchen.

ACTIVITIES OUTSIDE THE BUILDING

- All food provided or arranged for activities held away from the building must be kosher, pareve, dairy or vegetarian. The Head Mashgiah or Rabbi should be consulted regarding food at events outside the synagogue.

SHABBAT

1. All food and equipment must be delivered to the synagogue by 2PM on Friday. Please consult with the kitchen manager as to when the building will be open and when the Head Mashgiah/Kitchen Manager is available.
2. Nothing for the Congregation may be purchased on Shabbat or Yom Tov.
3. A caterer's truck may be parked outside the kitchen door for use on Shabbat. The truck must arrive by 2pm and an Eruv must be set up prior to Shabbat by the Head Mashgiah/Kitchen Manager.

4. Use of lighted candles or 'sterno' for chafing dishes is not permitted on Shabbat or Yom Tov.
5. All cooking for a meal to be served on Shabbat must be completed before Shabbat begins. Final catering preparations (cutting, washing, shredding) may be performed if the food is to be eaten on Shabbat.
6. While it is permissible to warm food (kugel, soup, chicken) care must be taken so that the liquid does not boil. Non-Jewish employees should be informed before Shabbat that among their duties is the responsibility to see that the stoves are set to the proper temperature and the coffeepot(s) are plugged in when appropriate. (It is dangerous and wasteful of energy to leave stoves and ovens on for 24 hours).
7. Pre-cooked frozen foods may be thawed and warmed. Frozen foods, which require cooking before being eaten, may not be cooked in the Beth Emeth kitchen on Shabbat.
8. As a safety precaution, the coffeepots are to be plugged in before use and unplugged after use.
9. Tables may be set and chairs rearranged. As much setup as possible should be done before Shabbat. Bands, photographers, florist, etc. may not enter the building to begin their setup until after Shabbat. Please consult the Event Coordinator as to the proper time when Shabbat ends.
10. Since non-Jewish employees can be assigned specific duties to be performed on Shabbat as part of their responsibilities, they should be told before Shabbat to clean up, sweep, set tables, etc. However these duties should not be performed 'publicly', but after morning services when the congregation is gone.

CERTIFIED MASHGACHIM

When scheduling events contact the Simcha Coordinator or Head Mashgiah/Kitchen Manager as soon as possible, who will provide you with a certified mashgiah.