

Congregation Ariel Kashrus Guide to Shul Kitchens 2008

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Shul Kitchen Guidelines

Section A - Introduction

1. All rules apply to all simchos, meetings, learning programs, tikuns, Seuda Shlishis, Neilas Hachag, and events when food is served.
2. Fill out the attached form and give it to a member of the Kashrus Committee (KC) at least four weeks before the event (four days in advance for a bris).
3. Food prepared at home is not allowed.
4. All food preparation must be done in the shul kitchen or by a caterer certified by AKC. All ingredients and products used must have an approved hechsher on the label (a list of approved hechsherim is attached). See B 13 for an exception to this rule.
5. When you are preparing food in the kitchen, please let the Rav or a member of the KC know what time the preparations will be made (whether you are preparing it yourself or it is being catered). The Rav or KC designee may come into the kitchen at any time to review ingredients or procedures. A mashgiach (to be paid) must be present during food preparations or event is at the discretion of the Rav.
6. The Rav is the Rav Hamachshir of the kitchen and has final say regarding any food served in the shul building or at a shul sponsored event. Any shaalos that arise in the kitchen must be asked to the Rav.
7. All Yom Tov, Pesach, Erev Pesach, Chol Hamoed and Nine days events must first be reviewed by the Rav.

Section B- Ingredients/Products

1. All food ingredients, products and prepared foods must have an approved certification (see attached list). Products must be checked over for proper symbols. Shul policy allows products that are not yoshon. However, between September and Pesach, it is advisable to know what baked goods are yoshon for those who ask (between Pesach and August one can assume all products are Yoshon).
2. Dairy products (i.e. at a dairy event) that are not cholov Yisroel are allowed. These products should be designated as 'cholov yisroel' or 'not cholov yisroel'.
3. Products from Israel may only be used if their hechsherim appear on the list of approved hechsherim or if they are approved by the Rav.
4. Eggs must be checked for blood spots. Unprocessed peeled eggs, onion, and garlic may not be left overnight without permission of the Rav.
5. Due to concerns with tolaim (bug infestation), note the guidelines in Section F regarding the use of fruits and vegetables.
6. Fruits and melons must be cleaned, peeled, etc. in the shul (for Shabbos issues see Section D1-i). Use platters/baskets of your choice.
7. Before ordering baked goods from out of town (e.g. cakes from New York bakeries) one must have prior approval from the Rav (list the out of town bakery and hechsher on the attached form). No products may be brought in without the consent of the Rav or the KC.
8. All wine and grape juice must have an approved hechsher and state "Mevushal" on the label. Note: Many wines bearing the Circle K hechsher are not mevushal.
9. All liquor and soda must be reviewed to see that they appear on the approved lists.
10. All fish and meat brought in must be double-sealed or vacuum packed with an approved hechsher. Seals should be broken after bringing them

into the shul. Cellophane wrapper constitutes one seal. Kashrus sticker constitutes second seal.

11. All fish served at a kiddush must be clearly marked as such (unless it is obviously fish – e.g. gefilte fish). See Section G regarding fish, tuna, and salmon.
12. The following ingredients generally do not require any certification:
Sugar, salt, flour, unflavored seltzer, unflavored water, pure spices, pure cocoa, extra virgin olive oil, honey, raw nuts, unflavored coffee, unflavored teas.
13. All candy distributed in the shul (aufrufs, Simchas Torah, etc.) must be pareve and must have an approved hechsher on the label. Note: Aufruf bags must be closed in a way that is permissible to open on Shabbos (e.g. bow and not double knot).

Section C – Utensils & Process

1. One may only use the shul's utensils. No utensils from home may be used. All utensils in the shul should be considered fleishig (unless the utensil is specially designated as dairy and used for dairy events).
2. One must tovel all new metal or glass utensils and containers. See attached guidelines.
3. Fish and Meat – Must be served on separate kelim. One may use a utensil for fish and then wash it to use with meat.
4. All stoves, flames and heating equipment must be turned on by a religious Jew (this includes ovens, stove tops, hot boxes, sternos, woks, etc. whether gas or electric). If those preparing the food have no experience with the shul's ovens, a KC member must be contacted for instructions (for Shabbos issues see guidelines in Section D).
5. Kitchen must be locked when not in use.

Section D – Shabbos Issues

- I. *Before Shabbos* - The following preparations must be made before Shabbos:
 - a. All heating equipment (ovens, stoves, hot boxes, warmers, crock pots, coffee urns, etc.) and lights, used on Shabbos, should be turned on by a religious Jew prior to Shabbos.
 - b. All foods should be precooked to at least an edible state (one half cooked) prior to Shabbos. They must be in the warmer before candle lighting time.
 - c. All liquids or foods containing liquid should be pre-cooked and hot before Shabbos and placed in or on heating equipment prior to Shabbos.
 - d. When pinning tablecloths or table skirts to the tables, one should do the pinning before Shabbos.
 - e. All food decorations (radish flowers, icing designs for cakes, etc.) must be done before Shabbos. Cakes should not have lettering or pictures that will be broken on Shabbos. All shaalos regarding this matter should be brought to the attention of the Rav.
 - f. If tea is being served, 'tea essence' must be prepared before Shabbos.
 - g. If a water urn has an external tube (e.g. to show the water level), before Shabbos, after the water is fully hot, one must release some water from the urn. Water in the urn must be hot before Shabbos begins.
 - h. If ice will be used, one should place the ice cube trays in the freezer before Shabbos.
 - i. All fruit must be peeled and cut before Shabbos. Any designs on the fruit trays must be prepared before Shabbos. Use platters or baskets of your choice.

- j. Plug in all urns and warmers before Shabbos. A gentile may not turn on or off ovens or crockpots at any time. He also may not plug in any urns on Shabbos.
- k. All cans and twist off metal bottle caps must be opened before Shabbos. They may not be opened by a Jew on Shabbos. All plastic bottle caps and paper goods should preferably be open before Shabbos but if necessary, may be opened on Shabbos.
- l. Ensure Eruv is up. Otherwise, all supplies and food must be brought in before Shabbos.
- m. Jewish waiters or mashgiachs for Shabbos jobs must also work on Erev Shabbos and/or after Shabbos (in accordance with havla'ah guidelines for paying them for their work) and must stay within walking distance of the shul.
- n. Bread may be served only at seated functions.

II. On Shabbos

- a. One may not place food in the warmer on Shabbos.
- b. Vegetable peelers may not be used on Shabbos.
- c. On Shabbos, slotted spoons/colander may not be used with any foods containing liquids.
- d. When the warmer is on and the door is open to remove food, all food in the oven must be removed before closing the door. This applies to when a Jew removes the food. If the food is removed (and the door is closed) by a gentile, all the food does not need to be removed at one time.
- e. No chopping fruits or vegetables into small pieces on Shabbos.
- f. Tea bags and coffee bags may not be used on Shabbos. Tea essence (prepared before Shabbos by placing tea bags in hot water), instant tea powder, and instant coffee may be used.

- g. No deliveries may be made to or from the event site by the caterer or any outside distributor on Shabbos.
- h. No appliances, ovens, stoves, or any other gas or electric equipment may be turned on or off, even by a non-Jew on Shabbos. If there is a need to turn off an appliance on Shabbos (using a gentile) or one wishes to put equipment on a timer, the Rav should be consulted.

III. After the Meal on Shabbos

- a. Only dishes whose type will be used on that Shabbos may be washed (e.g. Friday night for use on Shabbos day). Therefore, dishes may not be washed on Shabbos afternoon (even by a gentile).
- b. Following a kiddush or meal on Shabbos, one must clean the tables and chairs since the Social Hall may be used for other events on Shabbos. Tables and chairs should be put away as directed by the KC.
- c. Preparations for Motzai Shabbos affairs may not begin (even by a gentile) until the “end of Shabbos” time posted in the shul schedule. This includes setting up tables.

Section E - Fruit and Vegetable Guidelines

I. Vegetables

Canned: Require approved hechsher

Frozen: Those that list only plain vegetables, salt and/or preservative do not require a hechsher.

Pre-packaged Fresh: Leafy vegetables (i.e. all vegetables listed below in sections 4 and 5 below) require an approved hashgacha. Non-leafy (all vegetables listed below in sections 1-3) do not require a hechsher.

Fresh: See guidelines below. Note: Please notify the Rav if any vegetables are coming from Israel as Terumos & Maasros must be taken. Note: Tomatoes, red

and yellow peppers are often imported from Israel. When in doubt, contact the Rav.

1. The following may be used with a simple wash:

Alfalfa Sprouts	Kohlrabi	Rutabagas
Bean Sprouts	Onions	Squash
Beans	Parsnips	Sweet Potatoes
Beets	Peas	Tomatoes
Carrots	Peppers	Turnips
Cucumbers	Potatoes	Zucchini
Eggplant	Pumpkins	
Green Beans	Radishes	

2. The following should be washed thoroughly under a stream of water:

Celery Stalks (first cut off leaves)
Leek
Mushrooms
Red Cabbage

3. The following require a visual check:

Corn on the Cob

4. The following vegetables which require inspection for bug infestation can only be used in the shul with an approved hechsher (i.e. prepackaged with approved hechsher or from AKC caterer):

Asparagus	Cauliflower	Mustard Leaves
Bibb Lettuce	Collard	Red Leaf Lettuce
Bok Choy	Endives	Romaine Lettuce
Boston lettuce	Escarole	Scallions
Broccoli	Iceberg Lettuce	Spinach Greens
Cabbage	Kale	

5. The following fresh stem herbs which require inspection for bug infestation can only be used with an approved hechsher (i.e. prepackaged with approved hechsher or from AKC caterer):

Basil

Cilantro

Dill
Mint Leaves
Parsley

Rosemary
Sage

6. The following vegetables may not be used at all as they cannot be properly checked:

Artichoke Hearts
Brussel Sprouts

II. Fruits

Fresh: Wash and use. Note the following exceptions:

1. Strawberries must be washed in the following manner:

- Fill basin with water and some dishwashing liquid or special strawberry wash (such as Tsunami 100).*
- 2. Soak strawberries in soapy water.*
- 3. Wash strawberries under a stream of water.*
- 4. Strawberries may now be used.*

2. Raspberries (which normally require inspection for bug infestation) can only be used with a reliable hechsher.

3. Please notify the Rav if any fruits are coming from Israel as Terumos & Maasros must be taken. Note: oranges and grapefruits are often imported from Israel. When in doubt, contact the Rav.

Frozen: Acceptable without hashgacha (whole, cut, formed, if no additives except sugar are added). Note: Raspberries may not be used.

Canned:

The following require hashgacha: Those which contain flavors (artificial and/or natural), coloring, or products of Israel.

The following do not require hashgacha – Those that are not from Israel or China which list only packed in own juice (except grape juice) or heavy/light syrup.

Section F – Meat, Fish, and chicken Guidelines

Meat - Must be double sealed. Alle (Meal Mart brand); Rubashkin (Aaron's brand) & any International Glatt brand approved by AKC for use in their facilities.

Chicken - Must be double sealed Empire; Galil; Rubashkin; Vineland; G&G; Chai; David Elliot; & any brand approved by AKC for use in their facilities.

Fish

Must have reliable hashgacha and be double sealed

Canned tuna and salmon

Must bear a reliable hechsur.

Attachments

Liquor list

Soft Drink list

Tevillas Kelim Guidelines

Contact Information

Approved Hechsherim

Event - Information Form

Attn: Rav, Chairman of Kashrus Committee, Chairman of Building Committee & Gabbaim

Name: _____

Phone: _____

Email: _____

Date Submitted: _____

Re: Type of event: _____

Date(s) of event: _____

List all meals (e.g. Kiddush, Shabbos lunch, Seuda Shlishis) _____

Will you and/or your guests be in shul Shabbos morning? _____

I know any food I prepare must be done in the shul kitchen. No food may come from private kitchens. I understand that all food products must have a hechsher listed on the shul's approved list, and any meat or baked goods from outside of Baltimore, must be approved by the Rav. I have read the Shul Kitchen Guidelines booklet and will follow them. ___(initial).

If the entire event is being catered, indicate by whom:

If any part of the simcha is not being catered, answer the following:

1) Meat is coming from _____

2) Liver is coming from _____

3) Fish is coming from _____

4) Is dairy being served _____

5) List all alcoholic beverages that will be served:

6) Baked goods will be from the following bakeries _____

7) Approximate dates and times of food preparation:
