

# Phil-Mont Kitchen Instructions

Updated 11/10/13

Phil-Mont's Kitchen is a space that has multiple users.

- 1) Primarily, it is a rented space by Danielle Jowdy, owner of [Zsa's Ice Cream](#).
  - a. Danielle must be contacted to notify her of Phil-Mont's desire to use the kitchen.
  - b. Her phone number is 203-733-3989 and email is [zsas.ice.cream@hotmail.com](mailto:zsas.ice.cream@hotmail.com)

## Special Areas to Avoid

Danielle's products are regulated by the health department and she needs to ensure they are uncontaminated. Therefore, please do not touch or use:

- a. The counter to the left of the FFPM pantry cabinet; including shelving above and below
  - b. The rolling cart
  - c. Danielle's supplies, both utensils and food items
- 2) On various days just prior to and during lunch hours in the cafeteria, different Phil-Mont students and parents are using some of the kitchen space.

## Opening Instructions

- 1) Get and sign for all keys from Janet Nemec. They include:
  - a. The main kitchen and refrigerator key (AA2)
  - b. The laundry room (AA8) (located in kitchen by the hand washing sink)
  - c. Drama store room (AA5) (located right of the kitchen by the water fountain)
  - d. The pantry (caged closet).

\*\*\* Make arrangements to return keys to Janet Nemec.
- 2) Unlock the main kitchen door (by the lost and found in the stairwell)
- 3) Unlock the gates if needed using the gate key hanging by the sink
- 4) Remove large wood panel to access counter if needed.

## Families for Phil-Mont Supplies and Tools

- 1) Has labeled pots and pans hanging above the work counter
- 2) Has supplies in the locked pantry cabinet
- 3) Tools used should be cleaned and returned to the place you got them future use

## Refrigerators

- 1) The Cafeteria Fridge. Locked but available for your use.
- 2) The Basement Level Lounge Fridge is available in the copy room down the end of the hall heading in the direction of B1 through 4
- 3) The Kitchen Fridge is Danielle's. She may allow access to it if she is informed in enough time.

## Ovens

Rob Raggi ([rraggi@phil-mont.com](mailto:rraggi@phil-mont.com)) is knowledgeable about how to light the pilots for the pizza oven and standard stove and oven.

### Convection Oven Instructions

(Danielle typically keeps the pilot for this oven lit)

- 1) First, flip the metal toggle switch (this gets the convection air moving).
- 2) Turn the dial right above the toggle switch up to ignite the gas flame beneath the oven (you should hear a whoosh as the burners light. You can visually check by looking into the unit).
- 3) Finally, set the bottom dial to the desired temperature.

It is very important that the ovens and gas be turned off after use for the safety of the school.

## Cleaning Supplies

- 1) Pantry Closet: FFPM mop and bucket, Mr Clean
- 2) Drama store room
  - a. Mop and bucket
  - b. Spray bottle in the closet labeled #4 (it is a red label medium duty spray). Spot treat the spills with the #4 and put clean water in the mop bucket to clean.

## Cleanup

- 1) Clean up all counters and sinks
- 2) Mop the floor of spills
- 3) Wash and put away all utensils if used.
- 4) Put back pizza ovens by the white freezer near the ice machine.
- 5) Put back large wood panel.
- 6) Close and lock the laundry room
- 7) Turn off lights.
- 8) Close and lock all gates.
- 9) Hang gate key back up by the sink.
- 10) Wash and return kitchen towels
- 11) Take all trash to the dumpsters:
  - Dumpsters are to the left of the outside gym door behind the fence in the upper parking lot
    - a. Right Hand dumpster: General Trash
    - b. Left Hand dumpster: Recyclables
  - Trash bags are kept in the Drama store room.
  - Each trash can should be double lined (two trash bags per can) to keep liquid from spilling in the interior of the can.

## Excessive Smoke

The on/off buttons for the oven hood fan are located in the laundry room to the left of the washer above the small rack. If there is excessive smoke for any reason turning on the fan will *possibly* keep the fire company from being called.