

TITLE: KITCHEN – DINING HALL USAGE POLICY

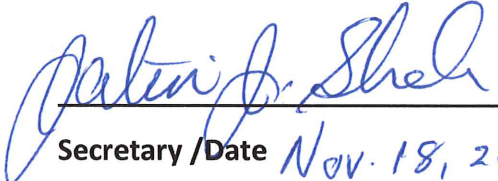
Revision Number: 1


Revision Dated: 05 - 30 - 2020

Date Approved: May 30, 2020

This Policy Revision Effective Date: July 1, 2020

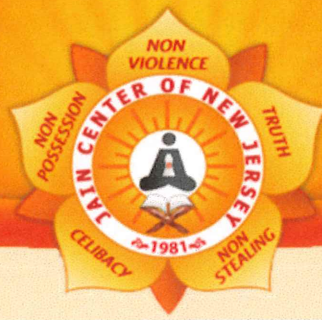
Authorized Signatures:


Secretary / Date Nov. 18, 2020


President / Date Nov. 18, 2020

INTRODUCTION:

The Amended By-Laws of JCNJ requires the Board of Trustees (BoT) and Operation Management Committee (OMC) to plan, prepare and execute activities to manage the kitchen and the Sadharmic Vatsalya (dining) function of JCNJ under the Article VI-B. As part of this requirement, this Kitchen – Dining Hall Usage Policy has been developed; it includes General Provisions, Food Preparation and Restrictions, Catering, Cleaning, etc. Sadharmik Vatsalaya Sub Committee is responsible for the formal communication to Sangh members. The President is responsible for overseeing the implementation of this Policy. For all questions, contact Sadharmik Vatsalaya Sub-committee at “svatsalaya@jaincenternj.org”



1. GENERAL PROVISIONS

- a. Usage is allowed only for the JCNJ events and those private events approved by the BoT, one or more designated members of BoT, or a designated sub-committee. Contact Sadharmik Vatsalya Sub-committee for further details.
- b. No Food or Soft Drinks can be served before sunrise and after sunset.
- c. Where applicable, donation for usage will be charged as per the JCNJ Facility Usage Policy.
- d. Food and approved soft drinks are only allowed to be served and consumed in the Dining Area.
- e. All applicable guidelines outlined in JCNJ Facility Usage Policy must also be followed at all times.
- f. Any damages to JCNJ Property or Equipment is the responsibility of the Event organizer.
- g. JCNJ is not responsible for any personal food allergies or intolerances and other dietary restrictions. Sponsors are responsible for hanging signs for all type of nuts in front of the food items.

2. FOOD PREPARATIONS & RESTRICTIONS

- a. Food must only be prepared in the JCNJ Kitchen. In the event food needs to be prepared outside, please see requirements under FOOD CATERING below.
- b. Standard warming burners can be used to warm-up food during serving.

3. FOOD CATERING

- a. Only approved JCNJ Caterers are permitted to cater food on JCNJ premises. Contact Sadharmik Vatsalya Sub-committee for further details.
- b. Caterer must have a valid permit to prepare and serve food as per the health department of New Jersey State and Somerset County requirements. For PJ Temple facility, follow the requirements as outlined by the local authorities' requirements.



4. RESTRICTED USAGE & ACTIVITIES

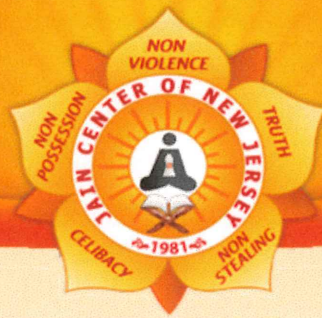
- a. Birthday, Anniversary or similar social celebrations (such as songs, dances, etc.) are not permitted.
- b. Usage of Propane Tank for private events is strictly prohibited anywhere on JCNJ premises.
- c. Minors & kids are not allowed in the kitchen & they should be supervised by an adult at all the times.
- d. Smoking, Consumption of Alcohol and usage of drugs or illegal substances is prohibited.
- e. Disposal of oil, oily cooking material or food waste in sink is prohibited.
- f. Meal cooked on the previous day should not be served.
- g. No leftover food shall be stored in JCNJ Kitchen.

5. HIRED HELP

- a. Where required, JCNJ approved helpers can be hired and paid as per JCNJ Facility Usage Policy. Contact Sadharmic Vatsalya Sub-committee for further details.

6. CLEANING

- a. JCNJ Sadharmic Vatsalya Sub-committee member will provide specific guidelines at the start of the event.
- b. As instructed, facility must be cleaned by event organizer before leaving the premises.
- c. All the areas and facilities utilized and accessed by the event organizer shall be cleaned. Such areas and facilities include, but not limited to, sinks, countertops, stoves, refrigerator/freezer, floors (main hall, dining area, kitchen, restrooms, corridors, etc.), and any JCNJ pots & pans that might have been used.
- d. All tables and chairs used during the event shall be cleaned, folded and returned to their original storage places.
- e. If required, JCNJ can provide hired helper to clean the dining area for private event at additional charges.
- f. Event organizer must get final sign-off from JCNJ Representative at end of the event.



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- g. All trash, including the one from the kitchen and the restrooms, shall be bagged properly and deposited in the trash bins located outside the building.
 - h. Failure to clean properly may result in additional charges.

7. FOOD ITEMS GUIDELINES

- a. Only approved Jain vegetarian food shall be prepared in the kitchen.
- b. Dry Food items such as Dry snacks or sweets cooked previously are allowed.

❖ Type of Event Maximum Number of Items

- i. Samuh Samayik, Swadhaya, Shibir, Sunday Opening - 4
- ii. Pathshala Lunch, Private and Monthly Puja – 6
- iii. Paryushan, Ayambil Oli, or any JCNJ Sponsored Event Not applicable

Note: Chutneys, Aachar, Papad and Tea are excluded from the above number of items

❖ Restricted Items:

- i. All meat & poultry products are strictly prohibited
- ii. Any vegetables that are not allowed as per Jain principles (ex. Egg Plant, Onion, Garlic, Carrots, Potatoes, etc. or leafy vegetables during chaumasa)
- iii. For Plain Yogurt, Dahi Vada, Shreekhand & Raita, please consult Sadharmik Vatsalya Sub-committee for how to prepare in order to comply with our Jain principles.