



**Rideau Heights Community Centre &
Library Kitchen Use Guide**

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Kitchen Use Guide

The purpose of this guide is to provide users of the kitchen facilities at the Rideau Heights Community Centre the information that they need to get the most out of their kitchen rental. Please review this guide in full before you attend your first kitchen booking. If, after reviewing this guide, you have any questions or concerns please contact the City of Kingston booking clerk who processed your booking.

Compliance with Public Health Regulations

Clients booking the Kitchen are advised that they are responsible for ensuring compliance with all requests and requirements made by KFL&A Public Health including, but not limited to, compliance with Ontario Regulation 493/17 (for) Food Premises. Depending on the specifics of a kitchen booking, the Food Premises Regulation may require someone be present during food preparation who holds a valid Safe Food Handling Certification and/or that a Notice of Intent to Operate a Food Premises Application or Special Event Application be submitted to KFL&A Public Health in advance of the booking. Clients are advised to consult with KFL&A Public Health at least 14 days in advance of their booking to ensure the use of the kitchen is done in compliance with public health regulations.

Generally, any preparation of food that will be consumed by anyone not directly involved in its preparation, other than the preparation of food during fully private rentals, would be subject to public health regulations. Clients renting the kitchen for purposes that fall under Public Health Regulations are responsible for ensuring that someone is present with valid Safe Food Handling Certification during all times food is being prepared. For recurring rentals that fall under public health regulations, submitting a Notice of Intent to Operate a Food Service Premises to KFL&A Public Health is likely also required. Clients intending on using the kitchen to prepare foods for Special Events will need to notify KFL&A Public Health by submitting a Special Event Application.

Below are some examples of common uses of the kitchen that would be considered fully private, and therefore exempt from Public Health Regulations, and some that would be considered to involve food service to the public, and therefore subject to Public Health Regulations.

Private/Not Subject to Public Health Regulations:

- A family gathering that rents the kitchen to prepare food to be consumed by those invited to the gathering.

- A booking for a private (invite-only) gathering or party (e.g. birthday, wedding) where food is prepared for those attending.
- A pre-registered instructional cooking program where participants prepare food and then consume it.

Public/Subject to Public Health Regulations:

- Preparation of food to be consumed at a special event that is open to the public, or accessible to the public through pre-registration, and an admittance fee or a membership.
- Any program where food is prepared by participants, but consumed by others who are not directly involved in its preparation.
- Any food prepared to be sold to the public, whether at markets or retail stores, or participants attending programming at the Kingston East Community Centre.
- The preparation of food for participants in a program occurring within the building, such as lunch during a workshop, or snacks served to after-school program participants.

The examples above are intended to serve as general guidelines only. To confirm if a specific planned use of the kitchen falls under Public Health regulations, we encourage all clients to seek the advice of KFL&A Public Health regarding their specific planned usage.

General Kitchen Guidelines

You may use:

- Hand soap and paper towel dispenser
- Sanitizing solution
- Cutlery, utensils, and dishware
- Kitchen equipment (ovens, stoves, and dishwasher) and tools (pots, pans, blenders, food processor, electric grill, induction burners, mixers, mixing bowls, and colanders)
- Dishwashing wand and scrubbers
- Oven mitts
- First aid kit

You may not use:

- Any item in/on a shelf, cupboard or drawer that another group labels without their express permission
- Kitchen for longer than your contract agreement

You must bring all of your own consumable products, including:

- Food (including spices, coffee/tea, condiments and dry pantry items)
- Dishcloths, sponges, tea towels, aprons and tablecloths
- Tin foil, plastic wrap, parchment paper, wax paper, napkins, paper towel
- Take away containers, sandwich bags, freezer bags
- Dish soap
- Steel wool
- Gloves (food preparation, dishwashing)
- Bleach/disinfectant if wishing to use it for sanitizing dishes during hand washing (3-sink method Appendix L)

Kitchen Use Checklist

Opening duties

- Turn on lights
- Review proper use of the following prior to first use:
 - dishwasher (Appendix A),
 - ovens (Appendix B),
 - induction stovetop (Appendix C),
 - portable induction burners (Appendix D),
 - convection microwaves (Appendix E),
 - coffee maker (Appendix F),
 - food processor (Appendix G),
 - blenders (Appendix H),
 - emersion hand blender (Appendix I)
 - hand mixers (Appendix J),
 - recycling guide (Appendix K),
 - sinks (Appendix L),
 - disinfecting solution (Appendix M)
- Demonstrate proper use of equipment to all users in your group (e.g., participants, volunteers, employees)
- Turn on dishwasher (Appendix A)
- Turn on hood vent (switch by main door)

Closing duties

- All items that have been used have been properly cleaned, air-dried and put away in their original position
- Ensure that coffee brewer parts, teapots and other non-dishwasher safe items have been hand washed and put away dry.
- Countertops are clear, clean, and sanitized using a bleach solution
- All stainless-steel surfaces, including sinks, faucets, fridges, freezers and ovens, have been cleaned and sanitized
- The stovetop, induction burners and electric griddles have been wiped down
- Spills in the ovens and microwave oven have been cleaned
- Leftover food has been removed (one-time and irregular kitchen rentals only - less than once per month)
- Oven racks have been returned to their original position in the oven
- All garbage is in the garbage can by the main door
- Cans, glass, plastic bottles, and cardboard have been rinsed (if necessary) and are placed in proper recycling bins
- The floor is swept
- The dishwasher has been properly drained and turned off (Appendix A)
- Coffeemaker and kettle are turned off and unplugged
- All ovens and stoves are turned off
- The hood vent is turned off
- The lights are turned off
- Before leaving, please advise facility staff if you noticed any issues with any kitchen equipment during the rental.

General Notes:

- For one-time rentals and irregular kitchen rentals, all foodstuffs must be removed from the premises at the end of the booking.
- For multi-session bookings, storage of foodstuff in the kitchen may be authorized, space permitting. Any items left in the kitchen, including those in the fridges, freezers, and pantry, must be labelled with the name of the group or individual who arranged the rental. For perishable foodstuffs, also include the current date on all labels.
- We do not have the means to store or dispose of spent cooking oils and grease. Please bring suitable containers to store and remove spent cooking oils from the facility.

- No dirty dishes or group-owned kitchen implements are to be left behind at the end of your rental.
- Double-check to ensure that the dishwasher is closed correctly and turned off at the end of each rental (Appendix A).

Appendix A: Dishwasher

Note: An abbreviated version of these instructions is posted in the Kitchen over the triple sink. Access to the manufacturer's user manual, with more detailed instructions, is also available upon request.

Prepping the machine

Open the door of the machine and ensure the overflow tube is correctly set in place (grey tube located at the bottom of the machine). Once the tube is in place, press the main switch (located on the right side of the control panel). This will power up the machine and begin filling the washing tank with water.

Prepping the dishes

- DO NOT place dishes with visible food matter on them into the washing machine. Scrape clean and thoroughly rinse all dishes in the sink using the scrub brush before loading them into the provided dish racks.
- When loading the pre-rinsed dishes into the dish racks, ensure there is spacing between each dish. Do not overload.
- Use the appropriate rack for the type of dishes you are washing.
 - The flat (Blue) rack is for cups, glasses, bowls and cutlery. Place cups, bowls and glasses face down and cutlery in the cutlery rack with their handles pointing down.
 - The green racks are for plates. Ensure dishes are loaded with space between them to allow water to reach both sides of each dish.

Running the dishwasher

- Load a single dish rack into the dishwasher and close the door.
- Choose the wash cycle using the wash cycle selection button (looks like an hourglass) to select the desired wash cycle. Each press of the button will cycle through the available wash

cycles.

Each selection corresponds to a wash cycle time as follows:

- #1 solid light = 2 minutes cycle
- #2 solid light = 3 minute cycle
- #1 and #2 solid light = 4 minute cycle
- **Note:** The 2-minute cycle is generally sufficient for sanitizing dishes that have been properly pre-cleaned. If dishes still have any visible dirt on them after a 2-minute cycle, select a longer cycle.
- After each cycle remove the dish tray and set out to dry. Air-drying is ideal and more sanitary than towel drying.
- Do not put dishes away wet.

Closing the dishwasher

- The dishwasher must be closed down properly at the conclusion of every rental.
- Remove the overflow tube from the bottom of the washer.
- Press and hold the Drain Pump Button (square button with three lines near the button) for 5 seconds and leave the door open while all the water is drained from the washer. This will take approximately 5 minutes.
- Once the tank is empty of water, turn off the machine by pressing the power button on the right side of the control panel.
- **Replace the overflow tube**, ensuring it's firmly seated back in the bottom of the washer.
- Leave the door open to allow the interior to air dry.

Appendix B: Wall Ovens

These instructions cover the basic operation of the oven. Access to the manufacturer's user manual, with more detailed instructions, is also available upon request.

Basic Operation

- When using the stacked double ovens (on the left-hand side), start by selecting the upper or lower oven.
- Select mode. Ovens have several mode options, both for convection (air actively circulated) and traditional (no active air circulation) cooking modes:

- Convection Cooking Modes:
 - Bake
 - Make Multi-Rack
 - Roast
 - Broil Hi
 - Broil Low
 - Broil Crisp
- Traditional Cooking Modes:
 - Bake
 - Broil Hi
 - Broil Low
 - Proof
 - Warm
- Select temperature. Using the number pad, enter the desired temperature.
- Press the Start Button, and the oven will begin heating up to the set temperature using the selected mode. It will beep when the oven reaches the set temperature.
- To set a timer, hit the Timer On/Off button when the oven is already running, input a time, and hit the start button again. The oven will turn off when the timer reaches zero.

Appendix C: Induction Burners

These instructions cover the basic operation of the electric cooktop induction burners. Access to the manufacturer's user manual, with more detailed instructions, is also available upon request.

Note: Elements will cycle on and off to maintain the selected temperature or to protect the cook top from overheating. This is normal.

Note: Only use induction-compatible cookware with a flat bottom on induction burners.

Basic Operation

- Ensure that the range hood fan is on before operating the range (switch by main door).
- Each control knob corresponds to an element (bottom left knob = Bottom left element, upper left knob = upper left element, center knob = large centre element etc.).
- Some knobs (centre and bottom right) have multiple settings to accommodate large pans.

- Refer to the diagrams around the control knob to determine what setting range corresponds to the size pan you are using.
- The bottom left knob can control either the bottom left element, or both the bottom and upper left elements together (sync burners). This is to allow for the use of a large griddle pan that covers both left side elements.
- The small upper right element has a melt setting that is ideal for melting butter etc.
- For the element(s), you wish to use, push down on the appropriate control knob and turn either direction to the desired setting.
- The hot surface indicator light will glow red when any of the elements are on or at a temperature exceeding 150 degrees F.
- Turn off all elements when finished cooking.

Appendix D: Portable Induction Burners

In addition to the built in induction stovetop (Appendix C) the RHCC Kitchen features several portable induction burners that increase the flexibility of the space. These can be used anywhere in the kitchen with an adjacent wall plug. As these are induction burners, only use with induction compatible cookware. These burners will not operate without cookware in place.

Salton and Master Chef Induction Burner Basic Operation

- Place burner on a dry, level surface.
- Place food in induction compatible cookware.
- Place cookware on the burner, centred over the circular guide.
- Never heat empty cookware. The burner will not turn on properly if no cookware is present.
- Plug in burner. It will beep and an 'L' will appear on the display.
- Press the ON/OFF button to turn the burner on. Red indicator light will come on.
- Choose the desired function by pressing the Temperature (thermometer button) or Power (flame button) selector buttons.
- Press the '+' or '-' buttons to adjust the temperature or power.
- Press the ON/OFF button to turn the burner off when finished cooking.
- Remove cookware and unplug the burner.
- **Note:** If the cookware is removed from the burner at any time during cooking the unit will beep for 30 seconds and an error code will appear on the screen after which the burner will shut off. To resume cooking the unit will need to be restarted and the settings reset.

- Once you have chosen the desired temperature or power function, press the timer button.
- The default time will appear on the screen, press '+' or '-' buttons to set the timer as desired.
 - When the timer reaches zero the burner will turn off.

Mirage Pro Induction Burner Manual

- Place burner on a dry, level surface.
- Place food in induction compatible cookware.
- Never heat empty cookware.
- Plug in burner.
- Press the ON/OFF button to turn the burner on.
- Place cookware on the burner, centred over the circular guide.
- Press the POWER/TEMP button and choose a cooking power level (1-100) or an approximate temperature (80-400F).
- Rotate the control knob to adjust the temperature, power level or time.
- To set the timer press the TIMER button, display will flash '1'.
- Use the control knob to adjust the time to the desired number, when the timer completed the burner will shut off.
- To cancel the timer, press the ON/OFF button once (burner will remain on).
- When cooking is complete, turn off the burner and unplug.

Appendix E: Convection Microwave Ovens

The instructions are for the basic operation of the convection-capable microwave ovens. Access to the manufacturer's user manual, with more detailed instructions, is also available upon request.

The microwaves overs have several cooking modes including conventional microwaving (cooking based on power setting and a timer), sensor cooking (auto adjusts cooking time for various foods based on a sensor that detects the steam escaping from the food) and convection modes (heats the air to bake or broil the food). The instructions below cover basic operations under each of these main modes.

Conventional Microwave Modes

Time Cooking:

- Enter time between 1 second and 99minutes, 99 seconds. Always enter the 'minutes'

first, followed by the 'seconds' even if the number of seconds is zero. (e.g. for 4 minutes enter 400).

- Set/Change lower level (if desired) by hitting power level and the number of the power level desired on the number pad (1=10% power, 10=100% power).
- Press start to commence cooking.

Auto Defrost

- Auto Defrost automatically defrosts food shown in the Auto Defrost chart.
- Press the auto defrost button once.
- Press auto defrost until the display shows the desired food name.
- If the food item is not listed as an auto defrost option, proceed with manual defrost (see below).
- Enter the weight of the item using the number pad. The weight range permitted runs from 0.5 lbs. to 3 to 4 lbs., depending on the item. For weights outside the auto defrost ranges, use manual defrost (see below).
- Press Start.
- After the first stage, turn over the food, close the door, and press start.
- After the second start, shield any warm portions with small pieces of aluminum foil, and press start.
- Remove, cover food and let stand for 5-20 minutes.

Manual Defrost

- You can defrost any food (raw or pre-cooked) by setting the power level to 30%, estimating the defrost time and pressing start.
- First set the defrost time desired. A general rule is 5 minutes per pound.
- Press the Power Level button and the number 3.
- Press Start.

Sensor Cooking Modes

- Built-in sensor will detect the vapour coming off cooking food and adjust cooking power and time for various foods and quantities.
- Sensor works with foods at normal temperature ranges. For dinner plate reheats, this would be refrigerator temperature, and for items like popcorn, this would be room temperature.

- Do not use sensor cooking for foods weighting less than 3 ounces. Use conventional variable time and power modes.
- Some foods work best covered (Casserole lid, plastic wrap or wax paper).
- Before using sensor cooking, ensure the interior of the microwave and cooking container is dry. Wipe off any moisture with a dry cloth or paper towel.
- Do not interrupt the cooking process during the initial period when the name of the food item will display on the screen.
- When the microwave starts to detect vapour emitted from the food a countdown timer will start.
 - During this count down the doors may be opened to stir the food if desired.
- Check food temperature after cooking. If additional time is required, use the manual microwave mode.
- If the sensor fails to detect vapour properly, it will either shut off the microwave and display the time (popcorn) or display ERROR (reheat).
- Two “one touch” sensor based modes are available: Reheat and Popcorn.
- Additional options are available by:
 - Press the sensor menu button.
 - Select desired sensor setting based on what food is to going to be heated.
 - Press Start.

Convection Modes

Convection modes heat the oven using hot air, allowing for cooking, broiling, and slow cooking. Convection modes will heat the entire oven and result in more of a crispy finish to cooked items, similar to a conventional oven.

Note: Unlike all other modes, convection modes do not involve microwaves within the oven itself; as a result, metal items can be used when using a convection mode.

Manual Convection Cooking

- Optional: To preheat, press PREHEAT and enter the temperature (6 = 350°F).
- Press the CONVECT button.
- Select temperature using number pad (6 = 350 F).
- Enter the cooking time using the number pad.
- Touch Start.

Manual Convection Broil

- Preheating is automatic.
- Press BROIL.
- Enter time using the number pad.
- With no food in the oven, touch Start.
- When the oven reaches temperature, it will beep 4 times.
- Open the door, place the food in the oven, and close the door.
- Press Start.

Convection Slow Cook

- Slow Cook mode is pre-set at 300°F for 4 hours.
- Temperature may be changed to be lower than 300, but time cannot be changed.
- Press the SLOW COOK button for the default temperature.
- To change temperature, press SLOW COOK again and select temperature using the number pad.
- Press START.

Auto Convection Broil

- Auto Broil automatically broils:
 - Hamburgers
 - Chicken pieces
 - Steaks
 - Fish steaks
- Press AUTO BROIL.
- Select the desired food using the number pad (e.g. for Hamburgers press 1).
- Use the number pad to enter the quantity of food items to be broiled.
- Press POWER LEVEL and select 'more' for more well done and 'less' for rare.
- Press Start.
- The oven will preheat, the oven will stop, and directions will be displayed. Follow the message on screen.
- Place food items in the oven and close the door.

Auto Convection Roast

- Auto Roast will automatically roast:
 - Chicken
 - Turkey
 - Turkey Breast

- Pork
- Press AUTO ROAST.
- Select desired setting using number pad (e.g. 1 = chicken).
- Use the number pad to enter weight.
- Press Start.

Auto Convection Bake

- Auto Bake will automatically bake:
 - Bundt cake
 - Cookies
 - Muffins
 - French Fries
- Press AUTO BAKE.
- Select desired setting (e.g. 1=Bundt cake).
- Press Start.

Automatic Mix Cooking

Automatic mixed cooking employs a combination of conventional microwaving and convection cooking. With the exception of foods that are best suited to convection cooking, most foods are well suited for mix cooking which allows for quick cooking without some of the detrimental effects of microwaving.

- Two levels of mix cooking are available:
 - High Mix: Oven Temperature of 300°F and Microwave power of 30%
 - Low Mix: Oven Temperature of 350°F and Microwave power of 10%
- As microwaving is used along with convection heating, metal should not be used in the oven during mix cooking.
- Temperatures can be changed from 100°F to 450°F, but microwave power cannot.
- To use mix cooking, first press either the Low Mix or High Mix button.
- Enter the cooking time using the number pad.
- Press Start.
- Preheating can optionally be used for mix cooking.
- To preheat first press the PREHEAT button.
- Enter the temperature using the number pad (6 = 350F).
- Press Low Mix or High Mix.
- Press Low Mix or High Mix again to change the temperature.

- Enter temperature using the number pad (100F to 450F).
- Enter cooking time using the number pad.
- Press Start.

Appendix F: Coffee Maker

These instructions cover basic operation of the *Bunn Velocity Brew 10 cup coffee brewer* (BT model). Access to the manufacture's user manual with more detailed instructions is also available upon request.

Preparing the brewer for use:

- Ensure the brewer is unplugged. Plugging in or turning on the brewer when it is empty may damage the machine.
- Slide empty brew funnel into funnel guides (as if to brew coffee).
- Fill glass carafe with cold water.
- Open top brewer lid and pour water into brewer.
- Position the carafe on base below brew funnel.
- Close lid, wait 3 minutes while internal tank partially fills.
- If any water enters the carafe during this first filling it means the water tank already had some water in it and the tank is now full. If this occurs, skip to second last step in this list.
- Fill carafe with cold water a second time.
- Pour second carafe of water into brewer (it takes 2 full carafes of water to fully fill the internal tank).
- Immediately after pouring in the second carafe of water, place carafe on base below brewing funnel to catch any overflow from the internal tank, wait another 3 minutes.
- If any water has flowed out into the carafe after 3 minutes discard this water. The brewer is now full and ready to brew.
- Plug in the brewer.
- Turn on the brewer.

Operating the brewer:

- Plug in the brewer.
- Turn on the brewer using the switch located on the base on the left side.
- The brewer should remain plugged in and be left on throughout each period of use.

- Wait 15 minutes for the water to heat up.
- Place a coffee filter into the brew funnel.
- Measure fresh coffee into the filter (recommend 1-2 heaping tablespoons per cup of coffee desired).
- Slide the Brew funnel into the brewer and open the lid.
- Fill the carafe with cold water in the desired amount for brewing. The minimum amount of water is 4 cups (20 ounces), and the maximum is a full carafe of 10 cups (50 ounces).
- Pour water into the brewer, leaving the lid open.
- For best results, preheat the carafe with hot water before brewing.
- Position the carafe on the base of the brewer.
- Close the lid to start the brew cycle.
- When the brew cycle is complete, remove the brew funnel, discard the filter, and the spent grounds.
- When finished using the brewer, turn it off using the switch located on the left side.

Appendix G: Food Processor

These instructions cover the basic operation of the Breville *Sous Chef* food processor. Access to the manufacture's user manual with more detailed instructions is also available upon request.

The unit consists of:

- A motor base with the controls.
- Large processing bowl with lid (16-cup capacity for dry ingredients and 12-cup capacity for liquids).
- Small processing bowl (can be positioned inside the large processing bowl for smaller batches. Must be used with a small mini processing blade).
- Large food pusher and feed chute (large pusher must be in place for the unit to operate).
- Small pusher and feed chute (for adding smaller ingredients, the unit will operate regardless of whether the small pusher is in place, doubles as a measuring cup).
- A variety of processing discs and blades, including Julienne Disc, French Fry/Vegetable Stick Disc, Reversible Shredding Disc, Adjustable Slicer, Emulsifying Disc, Micro-Serrated Universal S Blade, Dough Blade, Mini Processing Blade (for use with the small processing bowl), Disc Spindle as well as a storage container for the disks and blades.

Assembly

- Place the motor base on a level surface.
- Place the processing bowl onto the motor base with the handle in line with the alignment handle graphic on the motor base.
- Turn the processing bowl clockwise until the handle aligns with the TURN TO LOCK graphic.
- If using a disk, first assemble the disk spindle into the bowl drive coupling. Orient the disk so the side you want to use is facing up. Hold the disk by the centre plastic moulding and position the central hole over the disk spindle. Push down firmly until fitted correctly.
- If using processing blades, carefully grasp the blade using the central plastic support and position over bowl drive coupling and push down until seated correctly.
- If using the mini processing blade, first ensure that the mini processing bowl is seated inside the large processing bowl.
- Place the processing lid onto the processing bowl so the feed chute is slightly to the right of the bowl handle and align the arrow graphics.
- Hold the feed chute and while pressing down firmly, turn the lid clockwise until the LOCKING TAB on the lid slots into the interlocking safety catch on the handle. This should firmly lock the lid into position.
- Plug in the food processor.

Basic Operation

- Press the POWER/OFF button to turn the food processor on (red light will come on).
- Press the START/PAUSE button to operate the motor continuously.
- For short bursts of power, press the PULSE button (the motor will only run while the button is pressed).

Appendix H: Blender

These instructions cover basic operation of the *Vitamix Ascent 2300* Blender. Access to the manufacture's user manual, with more detailed instructions, is also available upon request.

Basic Operation:

- Always use the lid and lid plug when operating the blender. Always check to make sure both are firmly in place before operating.
- The lid plug is marked so it can be used as a measuring cup.

- Turn on the blender with the switch located on the back right side.
- Load the container according to your recipe or according to the following general guidelines. From bottom to top: liquids, dry goods, leafy greens, fruits and veggies, and finally ice and frozen ingredients.
- Secure the lid onto the container, pushing it down until the two tabs snap into place on the lip of the container.
- Insert the lid plug and rotate clockwise to lock.
- To use variable speed:
 - Turn the variable speed dial counter-clockwise to Variable Speed 1.
 - Press the Start/Stop button. The blades will turn, and the timer will count the time blending has been happening.
 - Rotate the Variable Speed Dial between 1 and 10 during the blending cycle to change the speed.
 - At the end of the cycle, rotate the Variable Speed Dial clockwise.
- To use programs:
 - Make sure the standby symbol is lined up with the dot on the control panel. Rotate the dial counter-clockwise to select the appropriate icon for the program.
 - Press Start/Stop to start the program. The Blender will stop automatically when the program ends. Press Start/Stop at any time to stop the blender during the program.
 - At the end of the blend, rotate the Variable Speed Dial clockwise to standby.
- If the mixture stops circulating:
 - Insert the tamper through the lid plug and stir until it 'burps'.
 - If this doesn't work, press the On/Off switch to stop the motor, remove the container from the base and use a spatula to press the air bubble away from the blades, add liquid if needed.
- After blending is completed, regardless of the mod used, wait for the blades to completely stop turning before removing the lid or container from the blender base.

Basic Cleaning:

- Rinse out the container under running water.
- Fill the container half full with warm water and add a couple of drops of dishwashing liquid.
- Snap/push the completed 2-part lid into the locked position.
- Rotate the dial clockwise to Variable Speed 1.
- Press Start/Stop. Slowly increase the variable speed to 10.
- Run the machine for 30-60 seconds.
- Rotate the Variable Speed dial back to 1 and press Start/Stop to stop the motor.

- Drain the container and rinse.

Appendix I: Emersion Hand Blender

These instructions cover basic operation of the *KitchenAid KDB3581* Emersion Blender. Access to the manufacturer's user manual, with more detailed instructions, is also available upon request.

Note: Always insert the battery after assembling the blender attachments. Always remove the battery before disassembling the attachments.

Charging the Battery:

- Ensure the battery is fully charged. If the battery is drained, plug in the charging base, and remove the battery from the top of the motor body by placing your finger on the battery release lever and pulling away from the motor body. Once removed, insert the battery into the charging base, aligning the flat side of the battery with the flat side of the charging base.
- The battery should be charged after each use, or anytime the battery indicator shows less than 25% battery remaining.
- If the battery is not in the motor body or the blender case, it is likely plugged in nearby.
- To ensure the battery is charged and ready for the following kitchen user, leave it plugged in and charging on the counter at the end of each booking.

Using the Blending Arms and Bell Blades:

- Always wait to insert the battery until all desired components are assembled and the blender is ready for use.
- Assemble the Blending Arm, selecting one of three blending arm attachments and inserting in onto the end of the motor body and rotating clockwise to lock in place.
- There are three options for blending arms:
 - 20cm blending arm
 - 33cm blending arm
- Select the desired bell blade. They are:
 - S-Blade: Blend, Crush Puree
 - Star Blade: Shred, Mince
 - Frother/Beater: Froth, Mince
- Insert the bell blade onto the blending arm by lining up the solid triangle on the bell blade with

the hollow triangle on the blending arm and rotating clockwise until the two solid triangles line up.

- Connect the pan guard or bell guard to the bell blade by placing the guard on a flat surface and pushing the bell blade down onto it with the mounting grips lined up between the bell blade openings (if desired).
- Insert the battery into the motor body.
- Press the Unlock button to lock all components in place. The blender will not operate until the unlock button is pressed.
- Always operate the blender with the LED indicators/control panel facing you.
- Operate the controls with your thumb, using the left and right buttons to increase and decrease the blending speed. The top bar on the LED display indicates the speed selection.
- When using the blender, ensure that the unit is never submerged deeper than the seam of the attachment.
- After selecting the desired speed, immerse the bell blade into the liquid to be blended (never deeper than the seam on the blending arm), then press the large pulse button to begin operating the blender.
- When blending is complete, release the plus button and let the blender come to a complete stop before removing it from the mixture.
- Remove the battery from the unit.
- Clean the blending arm and bell blades thoroughly using soap and water or a dishwasher.
- When cleaning with the RHCC dishwasher, ensure that all parts are cleaned by placing them in the cutlery basket.

Operating the Chopper Attachment:

- Always wait to insert the battery until all desired components are assembled and the blender is fully assembled and ready for use.
- Use the chopper attachment to chop small amounts of food.
- Insert the chopper blade into the chopper bowl.
- Place food in the chopper bowl and secure the lid.
- Insert the motor body and lock into place.
- Insert battery.
- Press the Unlock button to lock all components in place. The blender will not operate until the unlock button is pressed.
- Select the desired speed and press and release the Pulse button until the ingredients reach the desired consistency.

- When finished, remove the battery.
- Wait for the LED to power down thoroughly before removing the motor body from the chopper adapter.
- Clean the chopper attachment and blades thoroughly using soap and water or a dishwasher.
- If using the RHCC dishwasher, ensure that the chopper bowl and lid are cleaned face down using the cups and bowls rack and that the blade is washed in the cutlery rack.

Operating the Whisk Attachment:

- Always wait to insert the battery until all desired components are assembled and the blender is fully assembled and ready for use.
- Insert the whisk adapter into the motor body and twist to lock until it clicks.
- Insert the whisk into the whisk adapter and rotate it until it is locked.
- Insert battery.
- Press the Unlock button to lock all components in place. The blender will not operate until the unlock button is pressed.
- Select the desired speed and press and release the Pulse button until the ingredients reach the desired consistency.
- When finished, remove the battery.
- Disassemble the whisk adapter and whisk attachments from each other and the motor body.
- Clean the whisk adapter and whisk attachment thoroughly using soap and water or a dishwasher.
- If using the RHCC dishwasher, ensure that the whisk attachment is cleaned by placing in the cutlery rack.

Appendix J: Hand Mixers

These instructions cover the basic operation of the Cuisinart 5-Speed Hand Mixer. Access to the manufacturer's user manual, with more detailed instructions, is also available upon request.

Basic Operation:

- Ensure the mixer is unplugged and the slider switch is set to the OFF position.
- To use the beaters, insert both beaters into the appropriate holes in the bottom of the unit.

- Insert the beater with the metal collar into the larger beater hole on the front bottom of the motor unit. Push the beater in until it clicks.
- Insert the beater without the metal collar into the smaller hole on the front bottom of the motor unit. Push the beater in until it clicks.
- Plug in the mixer.
- Press the ON/OFF switch to turn the mixer on; it will automatically start rotating the attachments at speed 1.
- Press the slide switch located on the top of the unit to increase and decrease the speed from 1 to 5
- Use as indicated for your recipe.
- When finished, turn the slide switch to off before removing the beaters from the mixture.
- Unplug the mixer.
- Lift the beater release lever located under the handgrip.
- Remove the beaters from the mixer.
- Wash the beaters after each use in hot, soapy water or rinse off all visible material and wash in the dishwasher in the cutlery rack with the blades facing up.
- To clean the mixer motor, wipe it clean with a damp cloth or sponge.
- Never submerge the mixer motor unit in water.
- **Note:** Do not use non-stick cookware with the mixer.

Appendix K: Recycling Guide

- Two recycling bins are provided in the kitchen. To reduce the garbage generated by the facility that is destined for landfill, we ask groups to place any recyclable waste in the appropriate bin. Please ensure that recycling is sorted into the correct bin and that non-recyclables are disposed of in the garbage can provided. See below are guidelines on what should be disposed of in each recycling bin.
- **Note** that we do not have the means to store, recycle or dispose of spent cooking oil or large amounts of grease. If your cooking will generate waste oil, please ensure you bring a container and remove it from the premises at the end of your rental.
- **Please note that we do not have a green bin or organics disposal facility on-site.** Organics must be disposed of in the garbage or carried out and placed in your residential green bin for pickup.

Grey Box:

Use the guidelines below to determine what items to place in the Grey Box.

DO put these in the grey box:

- Plastic bags and stretchy plastic film (placed in a tied plastic bag)
- Newspaper
- Flyers, junk mail and magazines
- Office paper (all colours)
- Envelopes
- Shredded paper (in a clear or transparent tied bag no larger than 90cm x 60cm x 20cm [3' x 2' x 8"])
- Boxboard
- Food and beverage cartons (milk, juice, soup, broth, etc.)
- Coffee cups – lid removed (place in blue box)
- Corrugated cardboard (may be bundled, but no larger than 90cm x 60cm x 20cm [3' x 2' x 8"])
- Cardboard set out inside another cardboard box will not be collected

DO NOT put these in the grey box:

- Crinkly plastic film, pet-food bags and bubble wrap.
- Greasy pizza boxes.
- Meat packaging
- Gift wrap
- Cereal/cracker liners
- Zipper-style plastic bags

Blue Box:

Use the guidelines below to determine what should be placed in the Blue Box.

DO put these in the blue box:

- Metal food and beverage cans
- Pop cans, pie plates and clean aluminum foil
- Clear and coloured glass bottles and jars
- Plastic bottles

- Plastic jars, tubs and lids
- White Styrofoam (no larger than 90cm x 60cm x 20cm (3'x2'x8"))
- Paper cans with steel lids (e.g. potato chip cans)

DO NOT put these in the blue box:

- Grocery bags and stretchy plastic film (goes in the grey box)
- Flatware, window glass and mirrors
- Coloured (blue, pink, black, etc.) Styrofoam
- Plastic containers larger than 10L
- Styrofoam peanuts
- Plastic toys
- Lawn furniture and other oversized plastics
- Crinkly plastic film, pet food bags and bubble wrap.

Appendix L: Sinks

The RHCC Kitchen feature five sinks for various purposes. They are:

1. **Hand Wash Sink:** This sink, located between the two roll-up serving windows, is designed for hand washing only.
2. **Food Prep Sinks:** Two food prep sinks are located to the left of the ovens and the right of the dishwasher.
3. **Double Sink:** A double-basin sink is located to the right of the ovens and can be used for dishwashing and food preparation.
4. **Triple Sink:** Located to the left of the dishwasher, the triple-basin sink can be used for sanitary dishwashing using the 3-sink method, as recommended by public health. Details on how to perform the 3-sink method of washing dishes are included below. Additionally, a poster located above this sink outlines this method. The three-sink method should be used for washing all items that will be used to prepare and serve food to ensure sanitary conditions.

Three-Sink Method:

Simply washing dishes with dish soap and water and rinsing them clean will remove visible dirt but will not sanitize the dishes. As a result, to ensure that dishes and food preparation implements are sanitary and do not spread foodborne illness, it is necessary to sanitize dishes. Running dishes

through the RHCC dishwasher will sanitize them; however, if hand washing is desired or required, the dishes must be sanitized after hand washing. The three-sink method both washes and sanitizes dishes.

The Three Sinks:

- First sink is for washing: Fill the first sink with hot tap water and dishwashing detergent.
- Second Sink is for rinsing: Fill the second sink with warm (43C+) water.
- Third sink is for sanitizing: Fill the third sink with either hot clean water (77°C +) or clean warm water (24°C +) and two tablespoons of household bleach (see poster above the sink for other options for mixing a sanitizing solution). Please note that we do not provide bleach. If using hot water, ensure the temperature of the water does not drop below 77 °C to prevent sanitization from being compromised.

Instructions:

- First, scrape clean all dishes of as much visible food matter as possible.
- Wash the dishes in the first sink of hot water and dish detergent, scrubbing to ensure all dirt is removed.
- Then submerge the washed dishes in the second sink to rinse off any remaining detergent.
- Finally, submerge the dish in the third sink for at least 45-60 seconds to sanitize.
- Air dry and place dishes in the dish rack.
- Do not put away dishes wet.

Appendix M: Disinfecting Solution

To maintain the kitchen as a clean and sanitary space, all users must disinfect all surfaces with the provided bleach solution at the end of each rental. We also recommend that users sanitize all surfaces at the start of each rental.

A sanitizing, peroxide-based solution is provided for this purpose. These instructions will explain the proper use of this solution to ensure that surfaces are properly sanitized. Detailed material safety sheets for this solution are available in the kitchen.

- It is recommended that gloves and eye protection be used when handling the bleach solution.
 - Ensure proper precautions are taken to ensure the sanitizing solution does not come into contact with mucus membranes (eyes, mouth, etc.). Avoid contact with

exposed skin.

- Spray the bleach solution onto the surface to be sanitized. Ensure an adequate amount is applied to wet the entire surface thoroughly.
- Ensure that the surface remains wet for 5-10 minutes to ensure full sanitization.
- If the surfaces become dry before at least 5 minutes have elapsed, reapply to ensure the surfaces remain visually wet for at least 5-10 minutes.
- After the surface has been wet with the solution for 10 minutes, rinse the surface by wiping it clean with a clean wet cloth.

Edits, omissions, and recommendations

Any edits, omissions, and recommendations to this guide can be forwarded to:

- Email: Recreation@cityofkingston.ca
- In person: Reception Desk, Rideau Heights Community Centre & Library