

6 COUNTIES 4-H CAMP MAINTENANCE MANUAL

PURPOSE:

The purpose of this manual is to provide guidelines for the management and operation of the 6 Counties 4-H Camp held at the Las Posadas Experimental Forest in Angwin, California.

This manual will focus on the operations and maintenance issues associated with camp which include equipment care, health and safety and site issues. It will also provide contact information regarding equipment and board members.

CAMP LOCATION:

Las Posadas 4-H Camp, 805 Las Posadas Road, Angwin, CA 94508

CAMP BOARD MAILING ADDRESS:

PO Box 202, Napa, CA 94558

MAILING ADDRESS FOR CAMPERS MAIL DURING CAMP:

Las Posadas 4-H Camp, c/o Postmaster, Angwin, CA 94508

CAMP PHONE: 707-965-9662

EMERGENCY PROCEDURES:

A phone is provided up at camp for each county to use for emergencies. 911 connects directly with the Napa County Dispatch Center. In the case of any life threatening emergency, 911 is the only number you need to call.

Should an emergency vehicle be required, an adult from camp must be at the gate at the top of the hill to meet the emergency vehicle and they are to direct emergency personnel to the correct location in camp.

Each county should keep an emergency vehicle parked near the nurse's quarters at all times. It is to be used to transport non-life threatening emergencies to St. Helena Hospital when necessary.

EMERGENCY FIRE PROCEDURES:

All vehicles shall be parked in the designated parking lot area south of the general camp areas.

In the case of a fire emergency, all camp participants shall return to the dining area (slab) and assemble in their tribes for further instructions.

One person, Camp Director/Advisor, shall call for emergency assistance by calling 911.

The first day of camp all adults at camp should be shown the location of fire protection hoses and their proper use. In addition, all adults will be given a tour and shown where fire extinguishers are and instruction on how to use them. A map is posted on the kitchen bulletin board showing the location of all fire extinguishers and fire hoses.

All campfires are to be kept under control and extinguished completely when campfire is finished. No fire is to ever be left unattended. All campfires must be under the direction of an adult.

Camp must have a fire drill within 24 hours of the start of camp.

6 COUNTY POLICIES:

1. The programs of the groups using Las Posadas must emphasize nature and wildlife study and follow the State Forestry rules.
2. Destruction, harm, or collecting of wildlife, fish, reptiles, birds, mammals, nature-life, trees, plants and other natural things are forbidden.
3. A \$200.00 fine will be levied against any group that defaces, carves, marks or damages any structures, walls, trees, rocks, sleeping areas etc.
4. Chaperone ratio is 1 adult to 10 youths with a maximum of 150 youth.
5. Kitchen utensils must remain in the kitchen or eating area.
6. All kitchen utensils must be returned, clean and dry, to proper storage areas upon completion of camp session.
7. Sleeping, eating, crafts, campfires and cooking must take place in the designated areas.
8. The swimming pool is off limits to everyone unless the lifeguard is present.
9. Only delivery and emergency vehicles are allowed past the designated parking lot.
10. The front gate must be kept shut at all times and locked when camp is not in use.
11. Clear the combination from any lock as soon as the lock is opened.
12. Garbage must be removed from camp daily and placed in the garbage dumpster located at the top of the hill by the front gate. If you are using camp at a time when the dumpster is not there you are responsible for removing your garbage.
13. The speed limit on camp roads is 10 MPH.
14. You may only go down the hill into camp on the hour and out of camp on the ½ hour.
15. Alcoholic beverage, illegal drugs, fireworks and weapons are never allowed at camp.
16. Smoking is only allowed behind the dining area on the concrete slab.
Adult leaders only may smoke.
17. Nothing is to be hung from the trees anywhere at camp.
18. All counties must remove the equipment and items brought into camp for their session.
19. **Non-payment of fees will may suspend access to Las Posadas camp.**

FOOD SAFETY:

It is required that everyone connected with the kitchen be educated on the fundamentals of food safety. One of the hired kitchen staff must have a valid food safety certificate as outlined in the California Uniform Retail Food Facilities Law, section 113716. That person will be responsible to see that those working in the kitchen understand and comply with personal hygiene and food safety principles.

Upon arrival to camp each county must post their food safety certificate. In addition, a copy of the food safety certificate must be on file with the Las Posadas Camp Board.

Personal Hygiene:

Everyone who prepares, serves or handles food or utensils must practice good personal hygiene. This includes showering daily, keeping nails clean and cut short, and wearing clean, washable clothes. Hair must be contained to prevent the contamination of food, equipment or utensils. No one may prepare, serve or handle food or handle clean utensils or dishes if ill. All illness must be report to the Camp Advisor and the Camp Nurse.

Handwashing:

All kitchen workers must wash their hands and that portion of their arms exposed to direct food contact by vigorously rubbing them with soap and warm water, paying particular attention to areas between fingers and around and under nails and rinsing with clean water.

Hands must be washed:

1. Immediately before engaging in food preparation, including working with unpackaged food, clean equipment and utensils, and unwrapped single-service food containers and utensils.
2. Before dispensing, or serving food or handling clean tableware and serving utensils in the food service area.
3. As often as necessary, during food preparation, to remove soil and contamination and to prevent cross-contamination when changing tasks.
4. When switching between working with raw foods and working with ready-to-eat foods.
5. After touching bare human body parts other than clean hands and clean, exposed portions of arms.
6. After using the bathroom.

Handwashing continued:

7. After coughing, sneezing, using a disposable tissue, using tobacco, eating or drinking.
8. After handling soiled equipment or utensils.
9. Or after engaging in any activity that contaminates the hands.

Gloves must be worn when contacting food and food contact surfaces if the food worker has any cuts, sores, rashes, artificial nails, nail polish, rings (other than plain wedding band), uncleanable orthopedic support devices, or finger nails that are not clean, trimmed and smooth. Whenever gloves are worn, they must be changed, replaced or washed as often as hand washing is required.

Purchasing Food:

All food must be purchased from an approved source. Foods delivered to camp must be transported in clean vehicles. Do not accept canned foods if they leak or bulge at the seam, either end or are dented. Do not accept packaged foods that are ripped or show signs of insect damage. All potentially hazardous foods must be received at 41 degrees F. or below except for raw shell eggs which may be received at 45 degrees F. Frozen foods must be received solidly frozen and should not show signs of having been thawed and refrozen.

Home canned foods and foods prepared at home may not be taken to camp and may not be served at camp.

Storing Foods:

All potentially hazardous foods must be stored at the proper temperature, 41 degrees F. or below for refrigerated foods and 0 degrees or lower for frozen foods. Refrigerated foods must not be stored on the floor of the refrigerator. Do not line refrigerator shelves with paper or foil as this blocks air circulation.

Dry foods and canned goods must be stored at least 6 inches above the floor. No food items, food related paper goods, equipment or utensils may be stored in toilet rooms, mechanical rooms or under overhead water and sewer lines that might be sources of contamination.

Cross Contamination:

Keeping hands, utensils and equipment clean is essential.

- Always wash hands and sanitize cutting surfaces and equipment after handling raw meat, poultry and fish.
- Use separate equipment, such as color coded cutting boards for raw foods and ready-to-eat foods.
- Use clean, sanitized equipment and utensils for food production.
- Prepare ready-to-eat foods first, then raw foods.
- Prepare raw and ready-to-eat foods in separate areas of the kitchen.
- Keep raw and ready-to-eat foods separate during storage. Always store cooked and ready-to-eat foods over raw products.
- Keep all food contact surfaces clean and sanitary.

Thawing Foods:

Frozen foods may never be thawed at room temperature. Foods may be thawed in one of four ways:

1. In the refrigerator
2. Under cooling running water (*water temperature should be 70 degrees F. or lower and the defrosting time should be less than 4 hours including time it takes for preparation.*)
3. As part of the cooking process.
4. In the microwave but then must be cooked immediately.

Cooking Temperatures:

A food thermometer must always be used to determine the correct cooking and holding temperature of foods. All ground beef or port must be cooked to an internal temperature of 155 degrees F. or above and 165 degrees F. or above for ground poultry. Medium-rare roast beef, eggs and fish must be cooked to an internal temperature of 145 degrees F. or higher. Pork roast must be cooked to 145 degrees F. or higher. Poultry must be cooked to a minimum internal temperature of 165 degrees F. These temperatures must be obtained in order to kill specific bacteria.

All potentially hazardous foods, meant to be eaten hot, that have been cooked and cooled must be reheated to at least 165 degrees F. within two hours.

Hot-holding: All potentially hazardous foods that have been cooked must be held at 140 degrees F. or above.

Cold-holding: All potentially hazardous foods which are to be consumed cold must be held at 45 degrees F. or below.

Thermometers must be sanitized with an alcohol wipe or with soap and water after each use. Thermometers must be calibrated each time the thermometer is dropped or when extreme temperatures are taken.

Cooling Foods:

Improper cooling of foods is the number one contributing factor that leads to food borne illness. After heating or hot-holding, potentially hazardous food must be cooled rapidly in on the following ways:

1. From 140 degrees F. to 70 degrees F. within 2 hours.
2. From 70 degrees F. to 41 degrees F. or below within 4 hours.
3. If prepared at ambient temperature, potentially hazardous food must be cooled rapidly from ambient temperature to 41 degrees F. or below within 4 hours.

Foods may be cooled by:

- a. placing the food in shallow, heat-conducting pans,
- b. separating the food into smaller or thinner portions,
- c. adding ice as an ingredient.
- d. using rapid-cooling equipment such as an ice wand, or
- e. inserting appropriately designed containers in an ice bath and stirring frequently.

When using shallow pans to cool liquid food, the pan should be no more than 4 inches high. Foods cooled in a shallow pan should be less than 3 inches deep for liquid (thin soups) and less than 2 inches deep for viscous products such as chili.

Water and Ice:

Both water and ice are considered a food. All drinking water and ice must be obtained from a tested or approved water supply and/or purified by one or more of the following methods: boiling, filtering, and/or chemical treatment.

Ice machines must have a NSF approved utensil for scooping ice that is stored outside the ice machine in a sanitary manner.

Cleaning and Sanitizing:

All utensils and equipment must be scraped, cleaned or sanitized as circumstances require. Refer to CURFFL, Section 114090 for specifics on handwashing of utensils in 2 and 3 compartment sinks and machine washing. Proper water temperature and sanitizer concentrations must be maintained for effective cleaning.

Equipment food-contact surfaces and utensils must be cleaned and sanitized:

1. Each time there is a change in processing between types of animal products. (Handle foods in the following order: any cooked ready-to-eat products first; raw beef and lamb products second; raw fish products third; and raw pork or poultry products last.
2. Each time there is a change from working with raw foods of animal origin to working with ready-to-eat foods.
3. Between uses with raw fruits or vegetables and with potentially hazardous food.
4. Before each use of a food temperature-measuring device.
5. At any time during the food handling operation when contamination may have occurred.

Equipment, utensils and food contact surfaces used with potentially hazardous foods must be cleaned and sanitized throughout the day, at least every four hours.

Hazardous Materials and Equipment Safety:

Kitchen staff must have access to equipment and supplies needed to clean food contact and non-food contact surfaces in the kitchen. Cleaning supplies and equipment should be stored in areas away from where food and utensils are stored, preferably in a separate room. Chemicals used for cleaning must be stored in a locked and labeled cabinet to avoid accidental contamination of food and food contact surfaces.

The Occupation Safety and Health Administration (OSHA) require that employees have the “Right-to-Know” about the hazardous chemicals they may be exposed to on the job. Material Safety Data Sheets (MSDS) are available for each cleaning product from the supplier or manufacturer. MSDS must be contained in a folder in the kitchen and must include:

- Ingredients.
- Physical and chemical characteristics.
- Fire, explosion, reactivity, and health hazard data.
- How to handle hazardous chemical safely.
- How to use personal protective equipment and other devices to reduce risk.
- Emergency procedures to use if required.

Failure to produce the required MSDS upon request can result in a substantial fine from OSHA.

Kitchen staff must be familiar with the operation of all kitchen equipment and notify the Camp Maintenance Representative should equipment become inoperable.

Pets and Vermin:

Windows, doors and pass through areas should be screened to eliminate flying pests. No flying pest zapper can be installed inside the kitchen but may be installed on the outside entry area.

No flying bug insecticides may be used in the kitchen that can contaminate food, food surface areas or equipment. Should there be evidence of a mice or rat infestation, the Camp Maintenance Representative must be notified to deal with the issue.

VENDORS FOR EQUIPMENT REPAIR:

- Refrigeration -- **Oak Street Refrigeration (707-996-0417)**
- Sterilizer in kitchen – **Energy Mizer**
- Ice Machine – **Oak Street Refrigeration (707-996-0417)**
- Fire extinguishers -- **Best Fire Equipment (707-255-4114)**
- Kitchen ovens and grill – **Castino's Restaurant Supply (707-585-3556)**
- Phone – **AT&T (800-750-2335)**
- Washer and dryer -- ??
- Paper supplies and cleaning supplies – **Cotati Food (795-4489 or 800-834-3447)**
- Bathrooms (plugged toilets, etc.). – **Rotor Rooter (707-429-1433)**
- Pool – **John Ballisteri (707-775-4620)**
- **Mosquito Abatement – (707-553-9610)**
- **Central Valley – (707-967-3622)**
- **Upvalley Disposal – (707-963-7988)**
- **Napa Solano Public Health (water testing) -- (707-258-4000)**

6 Counties Provides:

Toilet paper
Single fold hand towels
Bleach
Floor scrub for kitchen and bathroom floors
Garbage bags
Dish soap
SOS pads
Gloves for cleaning
Brooms
Squeegees
Cleanser (comet, ajax)
Oven Cleaner