

# Kitchen Syndicate

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# Food Control Plan

# Cleaning Information

## Kitchen

### Daily

- Surfaces spray and wipe with surface sanitiser spray (labeled bottle of diluted concentrate)
- Floor sweep and clear. Mop with floor cleaner concentrate. Two passes if necessary.
- Equipment rinse, scrub, and sanitised (with spray or in the machine). Dried and stored.
- Cast iron/carbon steel wash and dry immediately after using, and coat with a thin layer of oil before storing.
- Cloths/rags remove to laundry
- Waste Remove and sanitise bins (see waste document for details)

### Weekly

- Fridge Cleaned out and wiped down
- Oven swept out with cloth scrubbed with neutral cleaner or oven cleaner if necessary (note: no chemicals to be used on pizza oven)
- 6-burner scrub down with sanitiser, steel wool
- Deep Fryer Drain oil, wiped down with paper towels. Clean exterior with sanitiser.

### Monthly

- Baseboards mop with floor cleaner
  - High dusting cloth/duster with water if necessary
  - Walls wash with blue mop and neutral
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## Front of House

### As you go

- Surfaces Spray and wipe with surface sanitiser spray (labeled bottle of diluted concentrate)
- Floor sweep and clear. Mop with floor cleaner concentrate. Two passes if necessary.
- Equipment rinse, scrub, and sanitised (with spray or in the machine). Dried and stored.

## Daily

- Top of fridge Spray and wipe with surface sanitiser spray (labeled bottle of diluted concentrate)
- Coffee bucket Tip out in sink, wash bucket
- Cabinet Spray and wipe with surface sanitiser spray (labeled bottle of diluted concentrate)
- Sandwich press spray and wiped with neutral cleaner
- bread slicer spray and wiped with neutral cleaner
- Tables wipe down with neutral spray in summer, surface sanitiser in winter.

## Weekly

- Fridge Cleaned out and wiped down
- Counter Tidy under counter

## Monthly

- Baseboards mop with floor cleaner
  - High dusting and walls cloth/duster with water if necessary
  - Walls wash with blue mop and neutral
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# Bathrooms

## Daily

- Floors swept and cleared. Moped with floor cleaner
- Toilets bowls scrubbed with toilet cleaner. Surfaces wiped with sanitiser
- Sinks sprayed and wiped with surface sanitiser
- Mirrors sprayed and wiped with window cleaner and paper towel
- Other surfaces dusted/wiped
- Dirty towels removed to laundry and replaced with clean towels

Red cloths for toilet, yellow for sinks (note there are 2 yellow cloths for toilets labeled TOILET)

# Food for a Post-Capitalist Future

Our food supply priorities:

- Autonomously grown, gathered, or gleaned. *Being integrated with the system of food production itself.*
- Recycled, reintegrated, revived. *Food which has already been produced, but capital has lost interest in.*
- Somewhere you can go to, somewhere near home. *Being able to experience the conditions of production first hand.*
- Somewhere far away, but with trust. *Having faith in a non-exploitative system of production.*

"If we cannot have faith in the systems we are complicit in, then perhaps it is time to give up on them altogether." - Upper Moray Proverb

# Questions to Ask When Sourcing Ingredients

- Is it someone else's rubbish?
- Is it free?
- Did it come from an animal?
  - Could you find the animal it came from?
  - Would that animal be OK?
  - Did you ask them?
- Was it grown in Dunedin?
- Was it grown in Otago?
- Was it grown in the South Island?
- Was it grown in New Zealand?
- Was it grown somewhere poor?
  - How much information do you have about its production?
  - Is an equivalent or similar item grown in Dunedin/Otago/SI/NZ?
- What kind of agricultural techniques were used
  - Synthetic nitrogen fertilisers? Superphosphate?
  - Chemical herbicides/pesticides?
  - Organic?
  - Biodynamic?
  - Permaculture?
  - Regenerative?
- Who grew it?
  - Is the company small or big?
  - Does it have any accreditations?
  - Are the workers being treated well?
  - Do they seem greedy?
- Who are you buying it from?
  - The grower?
  - A grower coop/association?
  - A manufacturing/distro/retail business?
    - Do they have any accreditations?
    - Do they only sell accredited/somehow verified products?
    - Are they a small local business?
    - Is the business owned by a rich white man?

- How much of it will you be using?
- Will it be useful for multiple things?
- How long does it keep?
  
- Does it look bad?
  - Could you use something else?
  - Is it time to give up on this ingredient?

# Coffee Hygiene

## General Notes

- Keep the preparation area clean.
- Purge steam wands before and after use + wipe them after.
- Empty and rinse portafilters right after you use them.
- Don't leave dirty mugs, teaspoons, or milk jugs around.

## Accommodation for Celiac Disease

Oat milk is our most popular alternative milk for coffee, but it contains gluten, unlike cow's or soy milk. Using the same milk jug or wand to steam oat and cow's milk will expose people with Celiac disease to small amounts of gluten that can cause extreme pain and damage to the intestines. To prevent this, we use the left-most steam wand for oat milk, and the right-most for gluten free milks. We also have two separately labeled milk jugs. Finally, there are two separate cloths for wiping the steam wands, one under each wand.

Please honor this system when making coffee, and explain it to customers if they ask. If you think you've made a mistake like using the wrong jug or wand, let the customer know (in case they have celiac disease), and thoroughly clean the jug or wand.

For this reason, it's important to never assume what kind of milk someone wants in their coffee.

## Cleaning & Setup

### End-of-day Cleaning

1. For each grouphead:
  1. Remove the portafilter from the filter holder.
  2. Replace with the blank filter (on shelf below).
  3. Add a spoonfull of the cleaning product (on shelf below).
  4. Lock the filter holder into the group head.
  5. Pull water until the sound changes to be more muffled (~ 5 seconds).

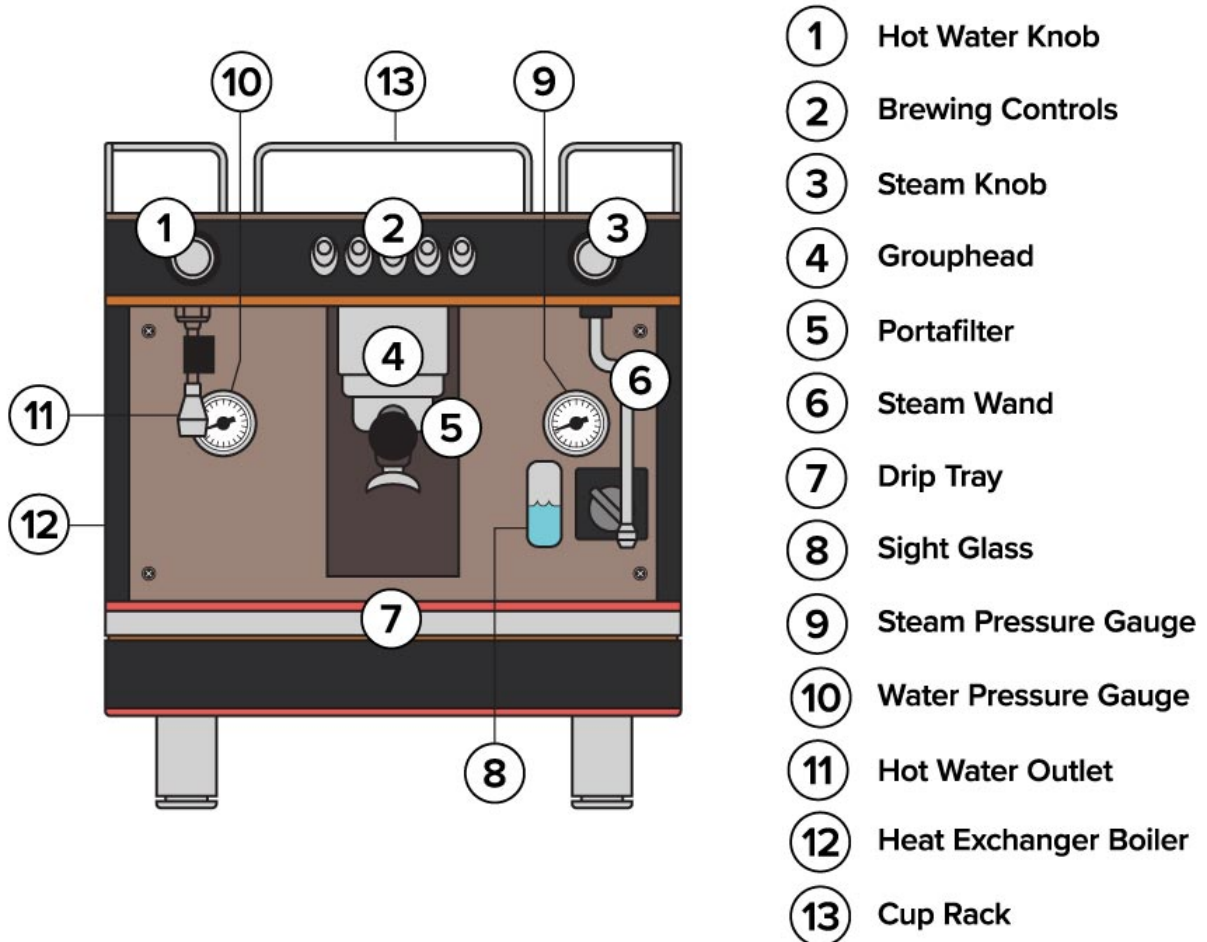


6. Remove the filter and rinse it out.
7. Pull water through the group head, with no filter, for five seconds.
2. Rinse all portafilters and milk jugs and run them through the sterilizer.
3. Wipe both steam wands with a wet cloth and purge them for a couple seconds.
4. Remove the drip tray cover and rinse it.
5. Remove the drip tray (careful not to spill water through the hole), and rinse it.
6. Replace both.
7. Wipe the machine with a wet cloth, particularly on hidden surfaces around the steam wands and groupheads.
8. Empty the bucket beneath the machine into the kitchen sink and rinse it. Make sure the plastic tubing is dangling inside the bucket when you put it back.
9. Put cloths in the dirty basket in the kitchen.
10. Purge leftover grounds from the grinder.
11. Brush coffee grounds from all surfaces.
12. Rinse the grinder tray, rubber mat, and tamper.

## Daily Setup

1. Get two clean cloths from the kitchen and tuck them under the machine under each steam wand.
2. For each grouphead, pull a shot as you would normally, but dispose of the result. This is to remove any extra cleaning product trapped in the grouphead. *Not sure if this is needed, but the cleaning product instructions say to.*
3. Done! Dial in and start serving coffee :)

# PARTS OF AN ESPRESSO MACHINE



# DEPRECIATED - Space Systems

## Space Systems

Please read over this - it gives a general idea of how things can easily cooperatively operate but it is not absolute and will be a living document as systems develop and evolve.

If you are unsure of anything, ask someone for clarity first :-)

### **General**

- If you see something that needs doing, then please do it.

### **Coffee Machine general advice; everyone will find their own rhythm**

- Before using the coffee machine, bean grinder etc. please seek out a member to show you first as the machine is delicate and requires care for calibration
- Always leave Coffee machine turned on (No. 2 dial)
- Chemically clean machine every 3-4 days, this involves using the blind filter (metal cup attachment) in the Portafilter (stick that holds ground coffee) and put a scoop of the chemical cleaner EVO in the blind Portafilter and press the \* button to allow the cleaning process and let run for 20 seconds
- The Coffee grinder will need calibration throughout the day as humidity & temperature change to allow the grind size to be optimum. Please only calibrate if you are confident in doing so, and seek help if you are unsure. This process makes the coffee grind coarser/finer depending on which way you adjust the stick. Run the grind as you adjust the stick.
- To make a shot position the Portafilter under the grind and pull the lever to fill up the basket filter about 2/3s, tap on top of the grind chamber and scrape any excess off back into the grind. Using the tamper, position the Portafilter on the black mat horizontally and press the coffee firmly and evenly. The coffee should fit neatly in around a visible line. This is important to ensure the shot runs smoothly and excess does not clog the Group Head (where the hot water emerges through the Portafilter). Position the Portafilter into the Group Head and press the \* button to begin. This is a manual process and you will need to actively monitor the success of this shot.

- An optimum coffee shot should run for 20-30 seconds ( a good marker to use is filling up 2/3s of the espresso cup) you will be able to taste the shot if it is acrid then the grind might need to be coarser, or if it is too sour then the grind is too coarse.
- Prior to running a shot, make sure the Group Head is thoroughly clean using the stick brush. After running the shot it's a good process to empty the Portafilter and clean the Group Head for next use.
- Using the steam wand take care as it is hot. Before use, make sure it is clean, and position close to the spill tray and give it a burst by pulling down the lever. Then position the wand out 30-50 degrees and place into the milk jug (also 30-40 degree angled) with the head below the liquid. Pull the lever and begin steaming. This process is about stretching out the fats in the milk and you should start to see this as the milk becomes glossy. Do this until the side of the jug is too hot to the touch. A good practice is to gently, but firmly bang the jug against the wooden bench as you flick your wrist to rotate the jug to allow the milk to settle and break any air bubbles. Once this milk is prepared, pour this into the coffee for the desired flat white, latté, cappuccino, macchiato etc. outcome. This will come with practice
- At the end of the day clean down all parts of the machine; Portafilter, baskets, spill tray, jugs etc. and run them through the steriliser.

### **Bread station/cabinet area**

- Keep this cabinet clean and tidy
- This is not refrigerated, so please consider storing any foods needing to be kept cool in another fridge and just displaying a small portion
- Check the menu is correct, this is a transparency sheet that goes onto the overhead projector "Mandy"

### **Opening systems**

- Place the dishwasher plug back in and turn the dishwasher on, press the button to standby
- Prepare the coffee grind finding the appropriate setting
- Place chairs all down on the floor
- Check bathrooms are in a working and clean working order
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### **Close down systems**

- Clean and replenish bathrooms as needed

## **Café space:**

- Wipe down table
- Sweep the floor and vacuum if necessary
- Mop the floor, this may require using the hard bristle brush and scrubbing using a hot water and floor cleaner solution. Following this up with a normal mop with fresh cleaning solution. Pour these out in the storm water drain on the street.
- Ensure bathrooms are tidy, empty any bins, restock toilet paper, clean the toilets and vanities. Replace the hand drying towels as necessary
- Ensure the bar area is tidy and prepped for the next day. This involves making sure mugs, cups, glasses are clean and dry and put in place. Stock up the bar fridge with any drinks and milk as necessary. Ensure the bar fridge is clean and clean as necessary. If drinks are running low, order some more, make plans to or talk with someone who will
- If you are the last to leave make sure if the lights are all turned off; Open sign (plugged into the socket in the bakery), lights in the Bar, and the main switchboard is found in the closet next to the kitchen
- Ensure the front door is locked, the side doors and leave through the kitchen door locking it behind you.
- Ensure the door to upstairs is locked; this requires a firm pull and audible click. Push back to ensure the door is locked as sometimes swelling can give a false impression it is correctly locked

## **Kitchen**

- Turn off the dishwasher; this involves pulling out the plug and letting it drain and manually pressing the off button. Leave the door open with the plug obviously placed.
- Check that both the Combi oven and pizza oven are turned off
- Check the gas hob is off and turn the gas switch off behind it
- Check the Deep fryer is turned off and whether the oil is appropriate to be reused
- Clean and wipe down all surfaces;
  - Benches
  - Sides of ovens
  - Deep-fryer
  - Fridges
  - Sweep floors
  - Mop floors
- Ensure that all food is labelled and dated
- Wash dirty tea-towels & cloths and ensure there are enough for the following day
- Check compost and message the Farming Syndicate to collect if needed
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# Recipes

# Te Wai Pounamu

## Ingredients

- 1500g dried fava beans
- 1500g onion
- 6 bay leaves
- heaped teaspoon canterbury fenugreek
- 100ml apple cider vinegar
- A few bits of dried macrocystis kelp
- Sunflower or rapeseed oil

## Method

1. Soak 1500g fava beans w a few pieces of kelp and a teaspoon of salt overnight in pressure cooker filled with water to the rivets.
2. in the morning, bring to the boil (steady steam stream from lid) then simmer for 1 hour
3. Chop onions and add to mid-sided 1/1 gastro. Salt and generously oil.
4. Combi mode @ 160 10mins, convection mode @ 160 10mins. Maybe a few minutes at 180. Onions should be browning and slightly caramelised.
5. After 60 mins take beans off heat and wait for pressure to lower (steam not streaming). Strain and reserve cooking water.
6. Add the beans to the onion tray. Salt.
7. Drizzle oil on top then convection mode @ 180 10 mins. Stir and repeat. Beans should be browned and bursting.
8. Add bay leaves and fenugreek and bean cooking water. Put lid on.
9. Combi mode @ 160 at least 20mins
10. Add ~100ml apple cider vinegar.
11. Taste and season if required.

# The Best Potatoes

## Ingredients

- Potatoes (Recipe designed for Pypers washed Agria the best)
- Sunflower or rapeseed oil
- Salt
- Maybe some herbs

## Method

1. Chop potatoes into fun chunks. Aiming for 3-5 pieces per potato is a good way to ensure fun.
2. Put into 1/1 gastros 1 layer deep. Higher sides are better so there is room to toss.
3. Salt and oil.
4. Combi mode @ 150 10mins
5. Stir and jiggle to rough them up a little. Oil again.
6. Convection mode @ 180 10mins
7. Jiggle and loosen bits from bottom, jostle. Add herbs if using.
8. Maybe some more convection @ 200 for browning. Aiming for deep browning.
9. Salt to taste.
10. May be reheated convection mode @ 200 ~5mins



# Mozzarella

## Ingredients

4 litres | 1 gal milk: fresh, whole (3-4%)

2 tbsp cooled, boiled water

1 tsp salt

2 tsp citric acid

½ tsp | 2.5ml calf rennet\*

\* You can also use vegetable or microbial rennet but check the instructions on the label of your particular rennet as it may be a different amount to add to 4 litres of milk.

## Method

1. Stir the citric acid into the milk for 30 seconds, then warm the milk in a bain-marie to 31°C (88°F) over 5 minutes.
2. Dissolve the rennet in 1 tbsp of cooled, boiled water, add to the milk and stir for 30 seconds, then warm the milk over 5 minutes until it reaches 41°C (106°F).
3. Remove from the heat and leave on the kitchen bench, covered with a sanitised cloth or pot lid for 20 minutes. The curds and whey will separate over this time.
4. Drain the curds in a sanitised, cheesecloth-lined colander. Leave for 5 minutes until most of the whey has drained off.
5. Place the curds in a large microwave-safe bowl. Heat on high for 1 minute or until it is just beginning to melt.
6. Put on sanitised protective rubber gloves. Take the bowl out of the microwave, squeeze the curds and tip off any whey until it stops dripping. Put back into the microwave for 20 seconds or so (it will depend on your microwave)

on high until it all melts together and looks like thick custard.

7. Remove from the microwave, sprinkle over the salt, and begin kneading the curd, folding it over and over.

Note: it will be very hot.

Use your hands or a sanitised wooden spoon to stretch it out, then roll it into a ball and repeat for 30 seconds to 1 minute until it is the consistency of chewed gum. The curd must be really hot while you do this or it will not stretch. If it gets cold, put it back in the microwave until it melts again (20 seconds or so).

8. Shape handfuls into balls and place into ice water to go cold. Once cold, remove from the water and store in a container in a little bit of sterilised water, or a 10% brine (370g plain salt to 4 litres of cooled (12°C) boiled water), or you can vacuum pack it. You can use this cheese immediately, or store it for up to 5 days.

What to do if you don't have a microwave

There is a second option for finishing this cheese if you don't have a microwave or don't want to use one. When you get to Step 5, heat a pot of water to 80°C (176°F) and place spoonfuls of curd into the hot water. Wear rubber gloves, and repeat Steps 6-9.

Recipes

# Crazeeee Cake

Ingredients

## Dry

3 cups flour  
2 cups granulated sugar  
1/2 cup (or more) cocoa powder  
2 tsp baking soda (sieved)  
1 tsp salt

## Wet

3/4 cup vegetable oil  
2 Tbsp vinegar  
2 cups water  
double shot espresso

Mix dry ingredients well (no baking soda lumps pls)  
mix wet ingredients  
Stir wet into dry  
pour into greased tin

Bake at 160C for 30-40 minutes  
check with knife/toothpick

Recipes

# Peanut Sauce

5 garlic cloves

1 thumb ginger

2 (or more) green chillies

shallow fry in oil

add 1 Tbsp soy sauce

3 heaped Tbsp smooth peanut butter

add splash of water and blend with stick blender

add acid (vinegar or lemon juice) to taste

simmer down if too thin

Recipes

# FIZZY SYRUPS

## Lemon

Makes 800ml

Combine:

Juice of 10 lemons (approx 400ml lemon juice)

Sugar syrup (400ml water with 200g dissolved sugar)

note: heating the lemons reduced their flavour

## Ginger

Makes 160ml (on first attempt)

200g ginger

200ml water

200g sugar

blend and rest over night

strain solids out

Recipes

# Spice bikkies

300g Emulsified fat (butter replacement) 2T ground flaxseed soaked in 1/4 C water, weigh in 250 g coconut oil, warm til almost melty, whisk to emulsify

340 g sugar, as soft and dark as possible ideally soft brown plus muscavado, or use plain with a bit of treacle or molasses

1t salt

1/4 t citric acid, or use 1t vinegar in water above

7 t spice mix (or more) 4t cinnamon 1&12 t nutmeg 1/2t ginger 1/2 t cardamom 1/2 t all spice, substitute as necessary

whisk like mad = creamed

add 3 & 1/3 C flour

1t baking soda sifted

mix to dough. rest, roll out about 4 mm thick, cut out, maybe chill.

bake 160 degrees 9 minutes

optional ice top layer, sprinkle with imitation jelly crystals

Recipes

# Chai Masala Powder

in a small roasting tray:

30g cinnamon quills broken into pieces

10g black peppercorns

10g green cardamom pods

roast lid on @ 160 for 10 mins

remove lid and let cool

grind in spice grinder

add 1 tsp ground ginger powder

## Recipes

# P-Fu

### Ingredients

-2C pea flour

-6C water

-Salt

### Instructions

Soak for 2C pea flour and 3C water for ~20 mins

In a separate pot bring the remaining 3C water to a boil

Add salt to taste (1 1/2 tsp? Please report back)

Whisk in the soaked pea flour slurry

Bring to a boil, then cook on LOW for 8 minutes

Pour in to a half-length gastro tray and smooth over

Allow to cool/set (happens quick)



# Yours Supply and Order List

## AUG2024



# Kitchen Food Safety Training

## Yours Kitchen Syndicate Food Safety Training

Although we encourage collaboration and participation in the Yours Kitchen, preparing and serving food to the public comes with risks. If you wish to prepare food on your own, please make sure you go through the following training with someone in the Kitchen Syndicate.

Kitchen Syndicate members should be familiar with the relevant sections of the MPI Food Control Plan template: <https://www.mpi.govt.nz/dmsdocument/16684-Simply-safe-and-suitable-food-control-plan-template-colour>

## Hygiene

How and where to wash hands.  
What clothing is appropriate.  
When to not come in due to illness, and where to record illness.

## Preparing Food

Cleaning work areas and equipment.  
How to check temperature of food.  
When to discard heated food.

## Separating Foods/Allergens

How to separate raw meats and cooked meats.  
How to separate foods that contain common allergens and foods that do not.  
How to separate chemicals or poisons and food.  
How and where to record allergens.

## Cooling/Defrosting food

How to cool food, and when to discard.  
How to defrost food, and when to discard.

## Receiving Food

How to receive cold food deliveries.  
How to store, label, and separate food.  
How to check and receive donated goods.

## Cleaning

Where to put dirty cloths and towels.  
Which clothes and towels to use.  
Which bins to use, and how to empty them.  
Which cleaning products to use.

#### When things go wrong

How to record a formal customer food safety complaint.  
What to do in the instance of a food safety failure.

#### Transporting Food

How to make sure food is kept at the correct temperature when transported.  
How to make sure allergens are recorded/communicated.