

**RULES FOR USE OF KOSHER SYNAGOGUE KITCHEN
B'NAI JESHURUN CONGREGATION
(Final Version, effective May 2, 2008)**



These rules and procedures are intended to maintain the highest possible standard of kashrut in our synagogue and to preserve the sanctity of events held here. All those who use our synagogue kitchen are bound by the following rules and procedures. Use of the kitchen implies consent to all these rules. Violation of these rules and procedures will be grounds for not being allowed use of the kitchen. Thank you for your help.

1) REQUIRED PRESENCE OF MASHGIACH

- i) The synagogue kitchen is under the strict supervision of Rabbi Mordecai Kaplovitz. The mashgiach on-site is Mordecai Rubin. The administrator of the kashrut program is Marlene Fishel, Operations Manager, under the supervision of Rabbi Weiss. Rabbi Weiss serves as final halakhic authority for our congregation, but has chosen to defer to Rabbi Kaplovitz as the final authority on all matters related to the kashrut of the synagogue kitchen and events catered through that kitchen.*
- ii) No delivery, cooking, preparation or cleaning of any kind may be done in the synagogue kitchen without the presence of the mashgiach. You must contact Marlene Fishel to arrange for the mashgiach to be present before entering kitchen. Please give Marlene at least one week's notice so that she can arrange with the mashgiach.*
- iii) Twice a week, Mr. Rubin will have fixed "office hours" when he will always be available in the kitchen. These will be Tuesday and Friday mornings, 10:00 am-12:00 pm. During these hours, food may be dropped off without prior notice and Mr. Rubin will be available to answer any questions.*
- iv) Nothing may be opened and no work begun without the mashgiach.*
- v) IN THE EVENT OF AN EMERGENCY, PLEASE CONTACT RABBI KAPLOVITZ IMMEDIATELY. (We will try to find the best halakhically acceptable solution we can.)*

2) FIRE:

- a) **All pilots in stoves and ovens may only be lit by the mashgiach. No one else is permitted to light these fires. However, anyone may turn on a stove or oven as long as the pilot is already lit. Electric stoves/cookers and such as the convection oven, warming carts and coffee makers/urns also may only be turned on by the mashgiach.**
- b) **The above applies only when the purpose is cooking. If the purpose is only warming, then anyone may turn on the fires/electric indicated above. If uncertain, consult the mashgiach.**

3) EQUIPMENT/DISHES/UTENSILS

A. Use of carts:

- 1. Carts may be used for meat or dairy.**
- 2. Carts will be considered to be meat.**
- 3. Therefore, whenever carts are used with dairy, cart surfaces must be covered with tablecloths or comparable lining, which will be available in dairy kitchen.**

B. Limited items that may leave the kitchen without supervision:

- 1. Carts may be taken to other parts of the building to bring in any materials needing a cart for transport.**
- 2. Maintenance staff may take only coffee/tea set-up, water pitchers and paper goods into rooms for meetings (nothing else).**
- 3. Aside from the above items NO equipment/dishes/utensils may be removed from the kitchen without the supervision and approval of the mashgiach.**

C. Bringing equipment/dishes/utensils into the kitchen:

- 1. NO OUTSIDE EQUIPMENT MAY BE BROUGHT INTO THE KITCHEN UNLESS THE CATERER IS UNDER ACCEPTABLE KOSHER SUPERVISION AS DETERMINED BY RABBI**

KAPLOVITZ. THIS INCLUDES ALL EQUIPMENT, DISHES, GLASSES AND UTENSILS OF ANY KIND.

2. PURCHASE OF NEW KITCHEN DISHES/UTENSILS

- a) If you purchase new supplies for use in the kitchen, they must be brought to the synagogue in their original unopened packaging.**
- b) Any new supplies must be first immersed in a *mikvat kelim* (a mikveh for dishes) or “sold” to a non-Jew (to obviate the need for mikveh).**
- c) Because time is needed to deal with the above, new supplies must be brought at least a week in advance of their intended use. The mashgiach must be notified through Marlene Fishel so that the above steps can be taken before use.**
- d) Once new dishes/utensils are used in the kitchen, they may not leave the kitchen. If they are removed, they will not be permitted back into the kitchen.**

4) SHABBAT:

- i) There will be NO cooking etc. on Shabbat, which begins at candle lighting Friday night and ends Saturday night 68 minutes after what was Friday’s candle-lighting time. For correct times, please consult the Cleveland Jewish News or the synagogue’s Tidings. The same standard will be applied to Yom Tov.***
- ii) All food and any permitted equipment/supplies must be delivered to the synagogue before Shabbat and removed after Shabbat. Nothing may be brought to the synagogue or taken from the synagogue on Shabbat.***
- iii) Electric equipment such as food processors may not be used on Shabbat.***
- iv) Coffee and hot water may be poured from the taps of the large 3-tap urn in the kitchen. Water, coffee or other ingredients may not be added to these urns on Shabbat, nor may these urns be adjusted in any way.***
- v) In order to serve food warm on Shabbat, the electric warming carts must be used.***

- (a) These carts must be plugged in and turned on before Shabbat and set for enough hours that they will stay on until no longer needed.
 - (b) Non-Jews only may then place food inside the warming carts at any time on Shabbat and remove for serving.
 - (c) Jews may not place food in warming carts on Shabbat.
 - (d) The carts should not be turned off or adjusted until after Shabbat.
- vi) Solids that were fully cooked are the only foods that may be warmed on Shabbat.*
- vii) Liquids may not be heated or warmed on Shabbat as that is considered cooking. Hence no warm liquids (except coffee/water from urn) on Saturday.*
- viii) Regarding soup for Friday night: Liquid heated before Shabbat may remain on its heat source from before Shabbat. Once it is removed from its heat source, it may not be returned to it as that would be considered warming. Therefore, if Shabbat begins early and it is desired to keep the soup warm, the soup pot should be placed in the warmer before Shabbat and kept there until it is removed for serving. (It may not be kept on the stove, as all stove flames must be off before Shabbat). After it is removed from the warming cart, it can no longer be returned to it.*
- ix) Water may not be added to cholent except under guidance and supervision of mashgiach, as this can only be done in a very specific way.*
- x) The Dishwasher may not be used by Jews on Shabbat. Non-Jews, however, may use the dishwasher. However:*
- (a) Jews may not ask a non-Jew to run the dishwasher on Shabbat.
 - (b) The non-Jew must choose to do so for their own convenience, not for the benefit of someone who is Jewish.
- xi) COFFEE AND TEA:**
- A. Coffee and tea cannot be brewed on Shabbat as that would be cooking. There are two permissible alternatives:

1) To brew the coffee Friday afternoon before Shabbat and leave it in the large, commercial urn/tanks over Shabbat. It can then be poured through the spigots into hot pots to be served.

2) To pour hot water from the urn/tanks into hot pots to serve and have those dining use tea bags and/or coffee bags.

B. When desirable, the two tanks in the urn that are normally used for coffee can be filled instead with water so that there is more hot water available on Shabbat for coffee or tea bags. This must be done before Shabbat.

C. Every Friday, Maintenance will turn off the valve controlling the flow of water into the urn so that no new water enters the urn and is heated on Shabbat. The only water available is the amount the three tanks in the urn hold.

5) DISHWASHER:

- i) Discuss with mashgiach before using.*
- ii) There will be separate dish racks for meat (green) and dairy (blue/gray).*
- iii) Flaps must be changed between meat and dairy use.*
- iv) Between meat and dairy use, the dishwasher must be kashered. This involves:*
 - (a) Removing (meat/dairy) flaps
 - (b) Thoroughly cleaning inside of dishwasher
 - (c) Removing, cleaning and then replacing trays inside dishwasher
 - (d) Waiting 24 hours without use
 - (e) Running dishwasher through cycle again to kasher
 - (f) Replacing correct (meat/dairy) flaps
- v) When there are simultaneous or back-to-back meat and dairy affairs in the synagogue, because of the waiting period for the dishwasher, all the dishes/utensils from one side will have to be*

bagged up and sit until 24 hours has passed and then washed after the dishwasher is changed over.

- vi) If you have scheduled kitchen use, Marlene Fishel will notify you if there is another affair requiring this arrangement.***
- vii) If such an arrangement is required, both parties may be asked to share the cost of any additional time incurred due to catering staff having to return to finish cleaning.***
- viii) The dishwasher can only be used under the direct supervision of the mashgiach.***

6) OTHER RULES REGARDING KITCHEN USE:

- i) When preparing meat/chicken and fish, the mashgiach should be consulted. As a rule, they are to be prepared separately and with different utensils.***
- ii) Two lines are necessary for serving when serving meat/chicken (one line) and fish (other line).***
- iii) The meat and dairy kitchens must be used only for their designated purpose. No crossover will be tolerated.***

7) FOOD:

- i) NO OPEN PACKAGES REGARDLESS OF KOSHER STATUS MAY BE BROUGHT INTO THE KITCHEN AT ANY TIME***
- ii) All food items brought into the kitchen must have an acceptable symbol of kosher supervision (hechsher). The new list is significantly shorter and omits some symbols previously accepted. Please review it carefully. It is available for viewing and downloading on the synagogue website.***
 - (a) If there is a food product you desire to use that has a symbol not on the list, you may inquire through Marlene Fishel. Bring her a sample of the food product with label or copy all information, including symbol off label, and give to Marlene. She will pass it on to Rabbi Kaplovitz and he will investigate. His word is final. If he does find it acceptable, the symbol will be added to our list for the future. You must give at least one month's notice to get a new symbol***

investigated. If you ask for an investigation within a shorter time frame, all reasonable efforts will be made to check it out but there are no guarantees. If time does not permit, it simply will not be allowed.

- (b) If a symbol has been checked and is unacceptable, we will keep that on a separate reference list so you do not need to ask again. Please remember the list of symbols that is unacceptable is a partial list. Only symbols already on the accepted list may be used.

iii) FRUITS AND VEGETABLES:

- (a) **ALL CANNED PRODUCTS:** (including fruit and vegetables) need kosher certification with an approved symbol per above.
- (b) **FROZEN FRUITS AND VEGETABLES:** if they are pure unadulterated fruits and vegetables with no additional ingredients, then they are acceptable without a supervision symbol.
- (c) **FRESH LEAFY GREEN VEGETABLES :**
- (d) Pre-washed and certified kosher with accepted symbol are okay to use as is.
- (e) Other pre-washed brands need partial inspection using lights, as directed by the mashgiach.
- (f) This category includes broccoli, cauliflower, as well as all greens.
- (g) **FRESH BERRIES:**
 - 1. **RASPBERRIES:** must be spot-checked by mashgiach who will break some berries open from each container to make sure they are free of any bugs.
 - 2. **STRAWBERRIES AND BLACKBERRIES:** Must be washed in mild soapy water.
- (h) **PRE-CUT FRESH FRUITS AND VEGETABLES:** Must come in a package sealed with an acceptable symbol of supervision or come from one of the accepted kosher establishments in town that are under accepted supervision.

- (i) **OTHER WHOLE FRESH FRUITS AND VEGETABLES ASIDE FROM THOSE MENTIONED ABOVE: Do not need any supervision.**

iv) KOSHER BAKERIES, BUTCHERS, RESTAURANTS:

- (a) **Baked goods, meats, poultry, fish and cooked foods prepared by local kosher bakeries, restaurants, butcher shops which are under the supervision of Cleveland Kosher or the Vaad Ha-Rabbonim ha-Chareidim are permissible.**
- (b) **Such goods must be brought in sealed and marked as to origin.**
- (c) **Regarding food from kosher establishments that are not local, you must check with the mashgiach in advance to get approval. Please give name and contact information for establishment to Marlene and request an investigation. She will pass it on to Rabbi Kaplovitz and he will investigate. His word is final. If he does find it acceptable, the establishment will be added to our list for the future. You must give at least one month's notice to get a new symbol investigated. If you ask for an investigation within a shorter time frame, all reasonable efforts will be made to check it out but there are no guarantees. If time does not permit, it simply will not be allowed.**
- (d) **PLEASE NOTE: The mashgichim (kosher supervisors) at kosher establishments watch over prepared foods but do not take responsibility for packaged foods. Therefore, any packaged goods from a kosher establishment still must have a symbol that is on our accepted list. NO EXCEPTIONS. As above, you may request a new symbol be investigated for possible approval.**

v) PACKAGED KOSHER MEATS BOUGHT AT OTHER LOCATIONS: In addition to local kosher establishments, Pollack Foods meats are permissible, as are any packaged meats with acceptable supervision symbols as above.

vi) FISH:

- (a) **Fresh fish may be purchased at any fish market but must be whole and have skin. Scales and innards may be removed by the fish market. Since the innards were removed by the fish market, the inside of the fish must be**

washed with soapy water and rinsed under the mashgiach's supervision.

(b) All processed fish must have an acceptable symbol of supervision.

8) LIQUOR:

- i) **HARD LIQUOR:** Any liquor listed as kosher by the Star-K is permissible. A link to this list is available on the synagogue website. Liquors bearing an accepted symbol are also permissible. As above, you may request a new symbol be investigated for potential approval.*
- ii) **WINE:** All wine must be kosher with an accepted supervision symbol and must say **MEVUSHAL** on the label. Wines that are not mevushal may only be used by prior arrangement with the mashgiach and require being handled only by Jews. Mevushal wines may be handled by any servers.*

9) PLEASE NOTE:

*i) **REGARDING OTHER KITCHENS IN SYNAGOGUE BUILDING:***

(a) The **MINYAN KITCHEN** is not under Rabbi Kaplovitz's supervision. Its use is limited to the daily minyan only. The small refrigerator in that room under the sink may be used by office staff. Office staff may bring in dairy or vegetarian food, and may use the microwave in this room. Those foods should not be used with minyan room utensils. Otherwise, all other foods brought into the minyan room need approval by Rabbi Weiss. No foods or utensils from that kitchen may be brought into the synagogue kitchen at any time, and no kitchen dishes/utensils etc. may be brought into the minyan room at any time.

(b) The **YOUTH LOUNGE** is not under Rabbi Kaplovitz's supervision. All food brought into the youth lounge should be kosher and approved by Rabbi Weiss. No food or utensils from the kitchen may be brought into the youth lounge, or food brought from the youth lounge into the kitchen, unless with the mashgiach's supervision and approval.

- (c) The SCHOOL SNACK STORAGE ROOM is not under Rabbi Kaplovitz's supervision. All food brought into this room should be kosher and approved by Rabbi Weiss. No food or utensils from the kitchen may be brought into this room, and no food or dishes/utensils may be brought from this room into the kitchen at any time.
- (d) The refrigerator in the kiln-room (at the end of the A-wing) is for non-Jewish staff. They may bring any food in they like, kosher or not. We ask, however, that food and utensils not be brought into any other room in the synagogue, including but not limited to the synagogue kitchen, and be properly disposed of. No permanent utensils may be kept in that room. No dishes or utensils from any other kitchen or room in the synagogue may be brought into this room at any time.

ii) REGARDING STAFF USE OF LEFTOVERS AND REFRESHMENTS FOR MEETINGS:

- (a) The synagogue staff may not go into the synagogue kitchen to take food without supervision. They may enter the kitchen to take hot water or coffee in paper cups.
- (b) For meetings: It is permissible to bring in packaged snack foods with an acceptable symbol directly to a room for a meeting without supervision IF:
1. The package has an acceptable symbol.
 2. No other food from the kitchen is being served (except coffee/tea/soda).
 3. The only food being set out at the meeting is parve or dairy (no meat).
 4. The food will not enter the kitchen and will be served with disposable utensils.
- (c) It is also permissible for meetings to serve food ordered directly from an accepted kosher establishment without supervision IF:

1. No other food is being served except that ordered from that accepted establishment (except coffee/tea/soda)
2. The food will not enter the kitchen and will be served with disposable utensils.

iii) CHESED COMMITTEE:

- (a) Members of the Chesed committee may enter the kitchen to remove pre-portioned prepared food for delivery to families at any time without supervision, as long as they are not using any utensils/equipment/dishes.