

BETH ISRAEL CENTER

KITCHEN GUIDELINES

Beth Israel Center Guidelines for Use of Kitchen

The following guidelines are for persons using the kitchen facilities at Beth Israel Center.

Beth Israel Center bylaws state that the "*Organization shall follow conservative tradition.*" The conservative tradition requires that the kitchen facilities are kept Kosher and any food brought into the synagogue has the required kosher designation. To ensure that kashruth, as defined by this document, is maintained, the Board of Directors of Beth Israel Center at their January 8, 2001 meeting established an *ad hoc* committee. The committee is to consist of members of BIC Sisterhood, members of BIC Religious Affairs committee and a member of the Board of Directors of Beth Israel Center.

There are many degrees of what can be defined as a kosher facility, from extreme forms of Glatt Kosher to simply not mixing meat and milk. This BIC Kosher policy has been developed, accepted, and followed over the years, as one that meets our particular needs and traditions. Your adherence to this policy is greatly appreciated.

Anyone planning a function at the Center that requires the use of the kitchen needs to obtain approval from the proper Center authority. He or she will be asked to sign a form, Attachment I agreeing to the terms and conditions set forth by the kitchen committee. Requests for use of the

kitchen should be made to the Beth Israel Center kitchen committee chairperson as designated on the cover sheet of this document. Approval for the use of any caterer should be obtained from the Kitchen Committee before any formal contract is finalized since the kitchen committee must approve the use of any outside caterer.

The following is for your information to help you follow established guidelines:

1. Meat and dairy dishes, utensils, pot, pans, etc. must be separated. Drawers and cabinets containing these items are clearly marked.
2. Any packaged food brought into the synagogue must have a K, P, U or other approved symbol signifying that is kosher. Bakery goods must be from a bakery approved as kosher. A list of approved bakeries is provided in Attachment II. All food brought into the Center may be inspected by the kitchen committee before being declared acceptable for use in the synagogue. All cleaning products must also be kosher.
3. The kitchen committee must approve the use of any outside caterer. A list of approved Caterers is provided in Attachment II. These Caterers are aware of kashrut procedures. They have been chosen from both Beth El and Beth Shalom "Approved" list of caterers. Except for Sandra's Kosher Catering, Murray Avenue Kosher or Beth Shalom Catering, none of these Caterers have cooking facilities that meet kosher standards. However, they are knowledgeable in kashrut procedures and can be used with the proviso that *all food preparation will be done in the Beth Israel Center kitchen under Beth Israel kitchen committee supervision.*
4. Center members and other people will be allowed to bake and/or prepare food using the Center kitchen under the supervision of kitchen committee.
5. The Beth Israel Center kitchen committee has agreed to allow people to bake at home provided the following guidelines are observed:
 - A) Ingredients, utensils and baking pans, etc. are to be kept kosher.
 - B) Ask for guidance from the kitchen committee if you have any questions.
 - C) Attachment III entitled "Duties of Oneg Shabbat Hostesses" provides guidance specific to an Oneg Shabbat.

The kitchen committee expresses trust that anything baked at home would come from a kosher kitchen or would be made using utensils, baking pans and all ingredients specifically dedicated for that purpose.

6. The use of the kitchen facilities is free to the Beth Israel Center Sisterhood, Men's Club, Religious School, BBYO or any other Beth Israel Center sponsored function.
7. Any person using the kitchen for Bar/Bat Mitzvah, Wedding or other social function will be charged a fee as noted in the appropriate "APPLICATION FOR USE OF BETH ISRAEL CENTER FACILITIES" forms. This additional form needs to be completed before any function can take place at the Center.
8. The user of the facility must supply his or her own paper goods, plastic wrap, coffee, tea, sugar, etc.
9. A list of available dishes, plate settings, serving bowls, etc. that may be used by those renting the kitchen is available from the Kitchen Committee.
10. No leftover food is to remain in the kitchen without approval of the kitchen committee. It is the user's responsibility to see that the counters are wiped clean, dishes washed, and floors swept before leaving. All kitchen items must be put back in their proper place after being used. It is expected that the kitchen will be left in a clean condition at the completion of the function.
11. Any special requests or arrangements that might be necessary concerning the kitchen should be made to the kitchen committee at least two weeks prior to the use of the kitchen.

THANK YOU FOR YOUR COOPERATION

If you have any questions, please call any Kitchen Committee member identified on the cover sheet of this document.

Attachment I

**AGREEMENT FORM
Kitchen Permit**

I have read the Beth Israel Center kitchen guidelines and agree to abide by the conditions stated in the "Guidelines."

Signature of person responsible for the event

Date

Affair: _____

Dates for Use of

Kitchen: _____

Caterer, Chairperson, or person in charge

Menu: Meat _____ Dairy _____

Approximate number of persons to be served: _____

Tentative menu:

Special Requests:

**PLEASE RETURN THIS FORM TO THE BETH ISRAEL CENTER
OFFICE.**

Attachment II

Beth Israel Center
Gill Hall Road P. O. Box 10873
412-655-2144 412-655-9806

List of Approved Kosher Caterers

A. The Caterers listed below can bring food prepared on their premises into our kitchen.

Beth Shalom Catering
Harold Caplan 422-8575
5915 Beacon Street
Pittsburgh, PA 15217

Murray Avenue Kosher
1916 Murray Avenue
Pittsburgh, PA 15217
421-1015

Sandra's Kosher Catering
Sandra Tatelman
Pittsburgh, PA 15217
422-4511 or 422-5060

B. The following caterers must prepare all food in our kitchen, under our supervision.

The Bradley House of Catering, Inc.
5239 Brownsville Road
Pittsburgh, PA 15236
655-9216

Charles Catering
Charles Schwartz 422-7766
2130 Murray Avenue
Pittsburgh, PA 15217

Common Plea Restaurant
308 Ross Street
Pittsburgh, PA 15219
281-5140

Dana Kline Catering
Dana Kline 421-8486
1540 Shady Avenue
Pittsburgh, PA 15217

Donna Barsotti
Donna Barsotti 281-5140
308 Ross Street
Pittsburgh, PA 15219 FAX 281-6856

Dorian's Catering
305 William Pitt Way
Pittsburgh, PA 15238
826-5189

Michael Lench Catering
113 Bradish Street
Pittsburgh, PA 15203
381-2276

Rania's Catering
100 Central Square
Pittsburgh, PA 15228
531-2222

Trish Notaro
28 Woodlawn Avenue
Pittsburgh, PA 15205
279-1801

Two Sisters Kosher Catering
Judy Danenberg
1650 Jamestown Place

Pittsburgh, PA 15235
521-3350

1916 Murray Avenue
Pittsburgh, PA 15217 421-1015

Attachment II (continued)

APPROVED BAKERIES

Simple Treat Bakery (for parve & dairy)
(formerly Pastries Unlimited)
4734 Liberty Ave
Pittsburgh, PA 15224
681-0303

Pinsker's
2020 Murray Avenue
Pittsburgh, PA 15217 421-3033

Simple Treat Bakery (Retail)
Formerly Pastries Unlimited
2119 Murray Avenue
Pittsburgh, PA 15217
521-6323

Old Vienna Bakery (formerly Feig's Bakery)
1501 Lincoln Way
Pittsburgh, PA 15131
531-1067

WINE
All wine that is brought into Beth Israel
Center must be kosher. Wine may be
purchased at the following markets:

Pinsker's
2028 Murray Avenue
Pittsburgh, PA 15217

Bageland (for parve or dairy)
3022 Banksville Road
Pittsburgh, PA 15216
531-1067

Murray Ave. Kosher
1916 Murray Avenue
Pittsburgh, PA 15217

APPROVED DELI PLATTERS

Murray Avenue Mart
1916 Murray Avenue
Pittsburgh 15217
421-1015

CANDY & NUTS

All candy that is brought into Beth Israel
Center must be kosher

Murray Ave. Kosher

Attachment III

DUTIES OF ONEG SHABBAT HOSTESSES

All Oneg Shabbat items are located in the cabinet under the Bulletin board in the kitchen.

1. Share responsibilities with other hostesses.
2. Hostesses are expected to arrive one-half hour before the start of Services. **NO ONE CAN BE IN THE KITCHEN DURING SERVICES.**
3. Bring a total of two (2) dozen finger type pastries, cakes or cookies. The above may be purchased from Simple Treat or Entemanns. If you wish to bake be sure your ingredients and utensils are kosher. Only milchig or parve baked goods are allowed.
4. In addition please bring a lemon for tea and a quart of natural or unsweetened juice for the children.
5. The hostesses should also provide milk or cream for coffee and tea.
6. Coffee, tea, sugar and all paper goods needed are provided.
7. Only milchig utensils are to be used, the drawers are labeled.
8. Place the challah provided on the challah tray, cover with challah cover and place on the Oneg Shabbat table in the small sanctuary.
9. Use glass tray and dollies to arrange pastries.
10. Fill about 15 plastic wine cups (the 1 oz. Size) and put them on a glass tray with a dolly. For the children, prepare grape juice.
11. See that sugar, cream, and lemon are in appropriate serving dishes. Instant coffee, tea, sugar and powdered creamer are on the shelf over the oven.
12. After the Oneg Shabbat, the hostesses will please clean up and wash dishes and utensils, and return them to their proper place. **DO NOT LEAVE ANYTHING OUT.**
13. **DO NOT LEAVE FOOD IN THE KITCHEN. TAKE ANY LEFTOVERS HOME. THEY WILL BE THROWN OUT.**
14. A copy of this list will be posted in the kitchen. If you have never done this before, there will be an experienced person in the kitchen with you,
15. **PLEASE MAKE SURE ANY FOOD BROUGHT TO THE SYNAGOGUE HAS A K, P, or U SYMBOL.**

If you have any questions, please contact Ruth Balis (724) 929-9640

PLEASE MAKE SURE THAT THE COUNTERS ARE WIPED CLEAN AND EVERYTHING IS PUT AWAY.

THANK YOU FOR YOUR COOPERATION