



**Congregation Beth Ami**

4676 Mayette Ave  
Santa Rosa CA 95405  
707-360-3000

**Rabbi Mordecai Miller**

***Special Events, Use Of Kitchen***

From the Kitchen Committee  
A sub-committee of the Religious Practices Committee  
July 2014



1. The Kitchen is only used for preparing Kosher dairy or Pareve food.
  - ✓ Exceptions are meals catered by Andrea, which may be Kosher meat.
  - ✓ All events other than the Shabbat onegs on Friday and potlucks on Saturday are considered special events.
2. If your special event involves food and kitchen use, your event organizer(s) will need to designate a Person-In-Charge who will be responsible for the food and kitchen activities.
3. The Person-In-Charge is responsible for arranging and coordinating the caterer/helpers/volunteers for preparation, set-up, event participation, and clean-up in the kitchen.
  - A. Preparation includes purchasing, delivering, arranging for storage of food and supplies, and preparing the food following the Kosher standards of Congregation Beth Ami.
  - B. If food is offered at your event, whether you are or are not using the kitchen, please obtain the most current ***Food and Potluck Guidelines*** from the office or online.
  - C. If you are going to use the CBA kitchen, please get the most current ***Guidelines for Kitchen Use*** and reserve the kitchen at the Beth Ami office.
  - D. Anytime the kitchen is open and being used for your event, a Mashgiach needs to be present.
    - ✓ Using the kitchen includes:
      - Checking the food items as they arrive for your event to ensure they comply with the ***Food and Potluck Guidelines***,
      - preparing and cooking the food,
      - serving the food,
      - cleaning the kitchen area;
        - ✓ Remember, any items used in the kitchen for preparation, set-up, or clean-up need to be cleaned and put away right after your event; see the Closing Check List that is included in the ***Guidelines for Kitchen Use***.
        - ✓ Arrangements will also need to be made for removing left over food after your event and for returning the cleaned kitchen towels, linens etc. back to the Beth Ami kitchen.



E. To make arrangements for getting volunteer Mashgiach/Mashgichim at the time the kitchen is going to be used, you will need to contact the Beth Ami Office. It is best to do this at least two weeks ahead of the event to avoid a calendar conflict and to give us time to find the volunteer Mashgiach/Mashgichim necessary.

- ✓ The Person-In-Charge of your event will be the contact person for the mashgichim.

F. Arrangements for food to be brought in and stored in the kitchen and refrigerator/freezer will also need to be made ahead of time to avoid conflict with other users and to accommodate your needs for space.

- ✓ Off hours entrance to the Synagogue should be arranged in the office.
- ✓ Note: Mashgichim are not responsible for opening or locking the Synagogue building, so those arrangements are made separately.

4. The Mashgiach for your event might be a professional Mashgiach or one of our Beth Ami volunteer Mashgichim. The Mashgiach's primary responsibilities are to ensure that the kitchen is being used safely, securely, and to ensure that the Kosher standards set by Congregation Beth Ami and Rabbi Miller are being followed.

- ✓ The Beth Ami Mashgichim are volunteers who work under the supervision of Rabbi Mordecai Miller.
  - Rabbi Miller is our halachic Mashgiach-in-Charge of all volunteer Mashgichim, and it is his standards we follow.
  - If allowed by the Person-In-Charge or designate (IE: the caterer), a Mashgiach may choose to volunteer and/or participate in your event as long as it does not interfere with their primary responsibilities of being the Mashgiach.
- ✓ At the time of printing of this pamphlet, we have one professional mashgiach at Beth Ami, Andrea Nett.

5. Volunteer Mashgichim may be used for any event that does not involve caterers; professional or otherwise.

6. For small Beth Ami events, potlucks may be used and the potluck rules apply as usual (see pamphlet, ***Food and Potluck Guidelines***).

7. Potlucks may not be used in large events such as weddings, Bar or Bat Mitzvahs because of the complexity involved to assure the Kosher standards are kept.



J&J Stein-Larson  
Co-Chairs of the Kitchen Committee  
July 2014