

***Kashrut & Kitchen Policy***

One cornerstone of Conservative Judaism is the preservation and observance of Kashrut. Therefore, the Jewish Community Center of Paramus / Congregation Beth Tikvah is committed to maintaining a high standard of Kashrut. A mashgiach from an approved caterer or a certified JCCP/CBT Kitchen Supervisor must be present to supervise the kitchen and enforce the Kashrut policies. Stated herein, is the official Kashrut policy of the JCCP/CBT. This policy is stipulated in the following five sections.

- I. General Guidelines
- II. Kitchen Use
- III. Serving Food
- IV. Food Brought in for Personal Use
- V. Kitchen Use Specific to Shabbat
- VI. Related Center Policies

**The mashgiach or a certified JCCP/CBT Kitchen Supervisor will stop kitchen operations in the event of a violation of this policy.**

**I. GENERAL GUIDELINES:**

- A. The Rabbi of the JCCP/CBT is the final authority regarding Kashrut.
- B. The Executive Director is responsible for the implementation of the JCCP/CBT Kashrut policy
- C. Only the Rabbi is authorized to approve or disqualify caterers and food vendors.
- D. The JCCP/CBT will not honor any contracts with caterers who are not on the current approved list.
- E. Mashgiach or certified JCCP/CBT Kitchen Supervisor will be responsible for the compliance of Kashrut policy.
- F. The JCCP/CBT will not honor contracts with caterers whose official authorization is not on file. They will not be allowed into the JCCP/CBT.
- G. JCCP/CBT must have official letter of approval on file signed by JCCP/CBT Rabbi for each approved caterer.
- H. All foods to be prepared in or served from the JCCP/CBT kitchen must be inspected by the mashgiach or certified JCCP/CBT kitchen supervisor and bear approved Kosher certification (see Appendix A).
- I. Nothing can be brought into or out of the building on Shabbat or Yom Tov (i.e. food, musical instruments, flowers, balloons, cameras, hospitality baskets, kippot, etc.).
- J. The laws of Kashrut must be observed at all functions associated with the JCCP/CBT held on or off site.
- K. The kitchen cannot be used without a completed work order signed by the Executive Director or the Rabbi.
- L. Certified JCCP/CBT Kitchen Supervisors will be re-certified every two years.
- M. Copies of all completed work orders must be kept in custodian's office. All work orders for kitchen use must include the name of the mashgiach or JCCP/CBT supervisor.
- N. Peanuts and other tree nuts, including but not limited to cashews, chestnuts, macadamia nuts, pecans, pine nuts, pistachios, walnuts and hazelnuts are discouraged from use in the JCCP/CBT.

**II. KITCHEN USE**

- A. Any use of the kitchen must be under the supervision of an approved caterer's mashgiach or a certified JCCP/CBT Kitchen Supervisor. The host of an event cannot supervise his or her own event
- B. Kitchen operations must conform to the practices outlined below.
  - 1 Meat and dairy foods are not to be prepared at the same time in the kitchen facilities.
  - 2 Only one set of cabinets: Meat, Dairy or Pareve can be unlocked or open at any one time.
  - 3 When kitchen is not in use all cabinets, refrigerators, freezers, must be kept locked.
  - 4 All ingredients brought in for use in the JCCP/CBT kitchen must be new, unopened, and certified kosher per the terms of this policy.

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**III. SERVING FOOD**

- A Friday night Oneg Shabbat must be Pareve.
- B Food that is served at the JCCP/CBT after the dinner hour should be Pareve (i.e. evening meetings, refreshments, etc.). Any functions at which Dairy foods are to be served (e.g. full meal, ice cream social, wine and cheese party, etc.) must be publicized as Dairy in advance.
- C Candies used for Bar/Bat Mitzvah and Aufruf services must be purchased through the Men's Club. No other candy will be permitted for use at services.
- D All candies and party favors used for celebrations must be brought to the JCCP/CBT office prior to the event per instructions below
  - 1 For a Shabbat event by the Thursday prior to the event.
  - 2 Items for any week day event the day before the event.
- E Food products sold under the auspices of the JCCP/CBT and its affiliated arms must be certified Kosher. Packaged products must bear an approved Kashrut certification (Products bearing a 'K' must be approved by the Rabbi or Executive Director). See Appendix A for a list of acceptable Kosher symbols.
- F No food prepared in a private home may be brought in to the JCCP/CBT.
- G All alcohol to be used in the JCCP/CBT must be new and unopened, brought in before the event and certified Kosher and marked approved by the Rabbi or Executive Director and left in building.
- H All wine must be Kosher and Mevushal.
- I Non-dairy creamers and Pareve margarine must be served in containers marked accordingly, when served with meat meals.

**IV. FOOD BROUGHT IN FOR PERSONAL USE**

The kitchen may not be used for any personal use.

- A. Food intended for the personal use must be Kosher (Dairy or Pareve). This includes JCCP/CBT personnel. Any food brought from the home for personal use must be kosher (dairy or pareve). No food prepared in one's home may be brought to the JCCP/CBT. Meat for personal use may only be brought in new unopened packages with acceptable kosher certification or directly from approved vendors.
- B. Food brought in for anyone's personal use is not to be carried into the kitchen of the JCCP/CBT. Utensils from the kitchen are not to be used with such food.

**V. Kitchen Use Specific to Shabbat**

- Friday night Oneg Shabbat must be pareve (No exceptions).
- No food may be cooked under any circumstances on Shabbat at the JCCP/CBT.
- Food that was fully cooked before Shabbat may be *\*warmed* on Shabbat.
- Cold food may be prepared on Shabbat for use on Shabbat.
- No *\*cooking* from scratch
- Liquids can be warmed. They can NOT be boiled.
- Ovens may be turned on or adjusted by custodial staff only.

\* There is a difference between warming and cooking! Only warming is allowed on Shabbat! Foods that need to be warmed for use on Shabbat must be fully prepared and cooked before Shabbat. Nothing may be added to them that has not been already been fully cooked. As an example, cheese may not be added on Shabbat to a food to be warmed up on Shabbat.

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**VI. RELATED CENTER POLICIES**

- A. The JCCP/CBT will encourage the membership's observance of Kashrut by educating the membership.
- B. Officers and members of the Board of Directors, as leaders of the Jewish community, are encouraged to make a personal commitment to Kashrut.
- C. All arms of the JCCP/CBT must adhere to this policy.
- D. The JCCP/CBT will encourage the membership to adhere to a peanut and tree nut avoidance policy.

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Appendix A

**Addendum to JCCP/CBT Kashrut Policy  
Kitchen Supervisor Certification and Training**

All former JCCP/CBT Mashgichim (now known as JCCP/CBT ***Kitchen Supervisors***) will need to be re-certified

**Definition: JCCP/CBT Kitchen Supervisor**

A JCCP/CBT **Kitchen Supervisor** is a person who has undergone the specific training outlined below and who qualifies for and possesses certification issued by the Rabbi of the JCCP/CBT

**Responsibilities:**

Each JCCP/CBT Kitchen Supervisor will be responsible for upholding the Kashrut Policy of the JCCP/CBT at all times, whether on duty or not on duty.

As a Kitchen Supervisor of Record – (Listed on a JCCP/CBT work order) the Kitchen Supervisor will assume total responsibility for the Kashrut of the event in strict accordance with the JCCP/CBT Kashrut Policy.

The Kitchen Supervisor will have the responsibility and the authority to cease kitchen operations in the case of non-compliance on the part of the event manager or caterer.

**Who Qualifies:**

Candidates for Kitchen Supervisor will be nominated by The Rabbi and/or The Religious Affairs Committee.

**Certification Procedure:**

Pass a written test on basic Kashrut and on the JCCP/CBT Kashrut Policy  
Attend class(es) given by the Rabbi. Classes will be offered one time per calendar year or as needed.

**Apprenticeship Training** – each prospective Kitchen Supervisor will need to apprentice under one of our Master Supervisors (as identified by Rabbi) for two Dairy *and* one Meat functions before certification will be issued.





**Duration of Certification:**

Two (2) years after which time a re-certification class must be taken and passed in order for new certification to be issued by Rabbi.







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Appendix B

<p align="center"><b><i>Acceptable Kosher Symbols</i></b></p>	<p>There are over 400 kosher symbols certifying the kosher food industry. Listed below are just a few of the symbols that are acceptable here at the JCCP/CBT. If you are unsure of the status of a kosher symbol not shown here please call the Rabbi or Executive Director.</p>
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	<p>The Union of Orthodox Jewish Congregations (OU) Eleven Broadway, New York, NY 10004 (212) 563-4000, Fax - (212) 564-9054 Rabbi Menachem Genack, Rabbinic Administrator Kashrus Questions Hotline: (212) 613-8241 Email: <a href="mailto:kosherq@ou.org">kosherq@ou.org</a> or <a href="mailto:bergc@ou.org">bergc@ou.org</a> Website: <a href="http://www.ou.org">http://www.ou.org</a> New Companies: <a href="mailto:birnbaum@ou.org">birnbaum@ou.org</a></p>		<p>Vaad Harabonim of Massachusetts 177 Tremont St Boston, MA 02111 (617) 426-2139</p>
	<p>The Organized Kashrus Laboratories (OK) 391 Troy Ave., Brooklyn, NY 11213 (718) 756-7500, Fax - (718) 756-7503 Rabbi Don Yoel Levy, Kashruth Administrator E-Mail: General: <a href="mailto:info@ok.org">info@ok.org</a> Info on Certification: <a href="mailto:cfogelman@ok.org">cfogelman@ok.org</a> Website: <a href="http://www.ok.org">http://www.ok.org</a></p>		<p>Chicago Rabbinical Council(CRC) 2701 W. Howard, Chicago, IL 60645 (773) 465-3900, Fax (773) 465-6632 Rabbi Gedalia D. Schwartz, Av Beis Din Rabbi S. Smolensky, Senior Rabbinic Coordinator Rabbi R. Sholem Fishbane, Kashrus Administrator E-Mail: <a href="mailto:info@crcweb.org">info@crcweb.org</a> Website: <a href="http://www.crcweb.org">http://www.crcweb.org</a></p>

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	<p>"Star-K" Kosher Certification (STAR-K)          122 Slade Avenue, Suite 300,          Baltimore, MD 21208          (410) 484-4110, Fax - (410) 653-9294          Rabbi Moshe Heinemann, Rabbinic Administrator          Dr. Avrom Pollak, President          E-Mail: <a href="mailto:star-k@star-k.org">star-k@star-k.org</a>          Website: <a href="http://www.star-k.org/">http://www.star-k.org/</a></p>		<p>Kashruth Council of Canada          4600 Bathurst St, Suite 240, Toronto, Ont. M2R 3V2          (416) 635-9550, Fax: (416) 635-8760           Rabbi M. Levin, Executive Director          Rabbi Y. Kerzner, Chairman          Rabbinical Vaad Hakashruth          E-Mail: <a href="mailto:mlevin@cor.ca">mlevin@cor.ca</a></p>
	<p>Star-D Kosher Supervision of the National Council of the Young Israel (STAR-D)          A project of the National Young Israel in affiliation with Star-K Kosher Certification          (410) 484-4110, Fax - (410) 653-9294          E-Mail: <a href="mailto:star-d@star-k.org">star-d@star-k.org</a>          Website: <a href="http://www.star-k.org/">http://www.star-k.org/</a></p>		<p>Kosher Supervision of America (KSA)          P.O. Box 35721, Los Angeles, CA 90035          (310) 282-0444, Fax - (310) 282-0505          Rabbi A. Tzemach Rosenfeld, Senior Kashruth Co-ordinator          Email: <a href="mailto:kosher@primenet.org">kosher@primenet.org</a>          Website: <a href="http://www.primenet.com/~kosher">http://www.primenet.com/~kosher</a></p>
	<p>"KOF-K" Kosher Supervision (KOF-K)          201 The Plaza, Teaneck, NJ 07666          (201) 837-0500, Fax - (201) 837-0126          Rabbi Dr. H. Zecharia Senter, Executive Administrator          Rabbi Aharon Felder, Director of Kosher Standards          E-Mail: <a href="mailto:info@kof-k.org">info@kof-k.org</a>          Website: <a href="http://www.kof-k.org">http://www.kof-k.org</a></p>		<p>Vaad Hakashrus of Denver (Scroll K)           1350 Vrain Street, Denver, CO 80204          (303) 595-9349, Fax (303) 629-5159          Rabbi Yehuda Cahan, Rabbinic Administrator          Rabbi Moshe Heisler, Kashrus Administrator</p>