

KASHRUT POLICY - JEWISH COMMUNITY CENTER OF PARAMUS

One cornerstone of Conservative Judaism is the preservation and observance of Kashrut. Therefore, The Jewish Community Center of Paramus (JCCP) is committed to maintaining a high standard of Kashrut. A mashgiach from an approved caterer or a certified JCCP Kitchen Supervisor must be present to supervise all use of the kitchen and to enforce this Kashrut Policy.

The Kashrut Policy must be posted in the JCCP kitchen.

Stated herein is the official Kashrut Policy of the Jewish Community Center of Paramus (JCCP). This policy is stipulated in the following six 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

In the event of a violation of this policy the caterer's Mashgiach or a certified JCCP Kitchen Supervisor is authorized to stop kitchen operations

I. GENERAL GUIDELINES:

- A. The Rabbi of the JCCP is the final authority regarding Kashrut.
- B. The Executive Director is responsible for the implementation of the JCCP Kashrut policy.
- C. Only the Rabbi is authorized to approve or disqualify caterers and food vendors.
- D. The JCCP will not honor any contracts with caterers who are not on the current approved list.
- E. Mashgiach or certified JCCP Kitchen Supervisor will be responsible for the compliance of Kashrut policy.
- F. The JCCP will not honor contracts with caterers whose official authorization is not on file. They will not be allowed into the JCCP.
- G. JCCP must have official letter of approval on file signed by JCCP Rabbi for each approved caterer.
- H. All foods to be prepared in or served from the JCCP kitchen must be inspected by the mashgiach or certified JCCP 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 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 Kitchen Supervisors will be recertified 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 supervisor.

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II. KITCHEN USE

- A. Any use of the kitchen must be under the supervision of an approved caterer's mashgiach or a Certified JCCP Kitchen Supervisor. The host of an event, whether or not a Certified JCCP Supervisor, cannot supervise his or her own event.
- B. Kitchen operations must conform to the practices outlined below.
 - 1 Meat and dairy foods are never 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 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 kitchen must be new, unopened, and certified kosher.

III. SERVING FOOD

- A Friday night Oneg Shabbat must be pareve (No exceptions).
- B Food that is served at the JCCP 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 Center office prior to the event per instructions below
 - 1 For Shabbat event by Thursday.
 - 2 Items for any week day event the day before.
- E Food products sold under the auspices of the Congregation and its affiliated arms must be Kosher. Packaged products must bear an approved Kashrut certification (K is not generally an approved certification). 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.
- G All alcohol to be used in the JCCP 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 until after the event.
- H Alcohol brought in by approved caterer is ok.
- I All wine must be Kosher and Mevushal.
- J Non-dairy creamers and Pareve margarine must be served in containers marked accordingly, when served with meat meals.

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IV. FOOD BROUGHT IN FOR PERSONAL USE

Food for personal consumption cannot be brought into the building except by Staff, Employees or Tenants. Any such food will be for personal use only and must comply with the conditions set forth below:

- A. Food brought into the JCCP for personal use may only be consumed in the following areas:
 - a. the JCCP office
 - b. the custodian's office
 - c. the gymnasium
 - d. the upstairs classrooms
 - e. the downstairs, Hebrew School wing
- B. Food brought in for personal consumption by Staff, Employees or Tenants cannot be brought into the JCCP Kitchen
- C. Food brought from the home for personal consumption by Staff, Employees or Tenants must be kosher; Cold Dairy or Cold Pareve foods are suggested.
- D. No food cooked in anyone's home may be brought to the JCCP.
- E. Meat for personal consumption by Staff, Employees or Tenants may only be brought into the JCCP in new unopened packages with acceptable kosher certification or must be brought directly from approved vendors.
- F. JCCP Kitchen Utensils are never to be used for food brought in for personal use.

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.
- 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 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 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, should be encouraged to make a personal commitment to Kashrut.
- C. All arms of the JCCP must adhere to this policy.

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Appendix A

Addendum to JCCP Kashrut Policy Kitchen Supervisor Certification and Training

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

Definition: JCCP Kitchen Supervisor

A JCCP **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

Responsibilities:

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

As a Kitchen Supervisor of Record – (Listed on a JCCP work order) the Kitchen Supervisor will assume total responsibility for the Kashrut of the event in strict accordance with the JCCP 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 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 recertification class must be taken and passed in order for new certification to be issued by Rabbi.

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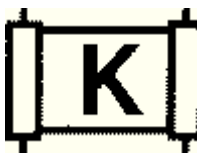
Appendix B

<h1 style="margin: 0;"><i>Acceptable Kosher Symbols</i></h1>	<p>There are more than 400 kosher symbols certifying the kosher food industry. Listed below are just a few of the symbols that are acceptable at the JCCP.</p> <p>If you are unsure of the status of a kosher symbol not shown here please call the Rabbi or the 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: kosherq@ou.org or bergc@ou.org Website: http://www.ou.org New Companies: birnbaum@ou.org</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: info@ok.org Info on Certification: cfogelman@ok.org Website: http://www.ok.org</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: info@crcweb.org Website: http://www.crcweb.org</p>

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Appendix B – continued

	<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: star-k@star-k.org Website: http://www.star-k.org/</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: mlevin@cor.ca</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: star-d@star-k.org Website: http://www.star-k.org/</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: kosher@primenet.org Website: http://www.primenet.com/~kosher</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: info@kof-k.org Website: http://www.kof-k.org</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>