



## **Kosher Instructions**

**Kulanu respects and celebrates the diversity of its employees and the cultural nuances of its program participants. As an organization, Kulanu operates under the auspices of Jewish Modern Orthodoxy. Since our buildings are rented by members of the community for special events, the following instructions need to be adhered to in the Kulanu building located at 620 Central Avenue Cedarhurst, NY 11516:**

**The following instructions apply to all employees on Kulanu's premises:**

- 1) The kitchen located on the first floor is only for student use. The food items and the utensils are strictly kosher and strictly dairy.
- 2) A lounge has been set aside for employees to use while working at Kulanu. This lounge has been equipped with a microwave that can be used to warm food brought into the building whether from home or store bought.
- 3) Employee meals are to be eaten in the lounge and not in classrooms, offices, or other rooms in the building.
- 4) Personal food utensils such as Tupperware, coffee and tea cups, etc... may only be washed in the sinks in classrooms 3 and 4 located on the third floor. They may not be washed in the kitchen on the first floor. Please be mindful to only use these sinks when students are out of the classroom.
- 5) Employees may store food requiring refrigeration in the kitchen. Items should be in a sealed and labeled bag.
- 6) The appliances in the entire building have been made kosher, so their use is limited to program participants only.

**The following instruction applies to all employees located at 124 McGlynn Place:**

There will be 2 separate microwaves located in the kitchen- one designated “kosher” and one designated “non-kosher.” Please be respectful and only use the microwave that is applicable to you and your food.

**The following instructions apply specifically to employees who work directly with the student body:**

- 1) All food packages purchased for student use should have a proper Kosher symbol. Consult with any of the staff of Torah L’Kulanu for the correct symbols.
- 2) An oven or any heating source must be turned on and cooked at least partially by a Jewish employee.
- 3) Employees may not share any of their food with students even in an emergency situation (i.e. a parent forgot to send in lunch with their child). If a parent forgot to send lunch with a child, contact the Director of Judaic Studies or his designee.
- 4) Students must place kosher dairy food in the kosher dairy microwave and kosher meat food in the kosher meat microwave. These microwaves are **ONLY** for students who attend the Kulanu day school program.
- 5) Students who keep Cholov Yisroel, a higher Kosher dairy standard, should not be offered regular dairy products even during events such as birthday parties. Any questions can be directed to the Director of Judaic Studies or his designee.
- 6) If a student ate a meat product during a school day, he or she may not be offered any milk products for the remainder of that school day. If a student ate a dairy product during a school day, the student may eat meat after he or she washes their hands and rinses their mouth.
- 7) Students eating meat and milk at the same table must have separate place mats. A student who does not eat Kosher may **NOT** share his or her food with a Jewish student even if the food that he is currently eating is Kosher. He or she must eat their food on a separate placemat.
- 8) If a student requires assistance at meal time, the employee who is assigned to that student must make sure their hands are clean prior to giving the student food.

*PLEASE NOTE: THIS DOCUMENT SUPERCEDES ANY DIETARY RULES OUTLINED IN THE KULANU HANDBOOK*

*I have read these instructions and in concert with the student's beliefs and the organization, I will comply.*

**Print Name:** \_\_\_\_\_

**Signature:** \_\_\_\_\_