

GUIDELINES FOR KITCHEN USE:

Because District cafeterias and kitchens are considered public eating places, it is necessary that rigid rules and regulations be followed when they are used. Organizations shall, therefore, observe the following rules in the use of these facilities:

1. Use of Kitchen Facilities

- a. To prevent food borne illnesses and ensure the safety of staff, students, parents and community members, access to District kitchens, and/or the use of food service equipment, dishes, or utensils is not allowed without prior approval from the Food Service department Director.
- b. Access to District kitchens, and use of food service equipment, dishes, or utensils will require the presence of a qualified Food Service staff member to supervise the use, and cleaning, of the kitchen and associated equipment. The Director of Food Services may waive this requirement based upon extenuating circumstances. Consequently, access to District kitchens may be subject to the availability of a qualified Food Service worker. Page 4 of 5 Policy: 4260P Section: 4000 - Community Relations
- c. Any group or organization using a District kitchen shall be charged a reasonable fee to cover direct and/or indirect costs of operation, and shall also be responsible for the additional cost of the supervision required.

2. Serving of Food Products

- a. Food sold, served, and/or consumed by groups or organizations using Wenatchee Public School District facilities must comply with the Chelan Douglas Health District (CDHD) rules, regulations, and permitting process.
- b. PERMIT REQUIRED: If the general public is invited to an event where food is served, a food permit from the CDHD is required, and food handler cards are required for all persons preparing and serving the food. Groups and organizations selling food, or serving food when the general public is allowed to attend, shall be responsible for contacting the Chelan Douglas Health District (509-886-6400) and arranging for the appropriate permit. When a Wenatchee Public Schools Food Service staff member is paid to supervise the foods served at the event, a permit may not be required. Contact the Food Service department at 509-662-9345.
- c. PERMIT NOT REQUIRED: If the event is a non-public event there are no required permits for food handling. A non-public event involves only a specific or limited group of people, and does not allow the general public access to the event. An example would be a

soccer team or Boy Scout potluck. However, the group should still comply with the basic food sanitation procedures to ensure the safety of participants.

d. Low-risk foods are items that do not pose a significant health risk, and therefore do not require a health department permit or food handler's card. The Chelan-Douglas Health District provides a list of approved low-risk foods.

SCHEDULING PROCEDURES:

1. Athletic Facilities Use User groups that are interested in scheduling any of the district athletic facilities, including gymnasiums, fields, etc., must schedule through the athletic department at Wenatchee High School.

2. Auditorium Use User groups that are interested in scheduling the auditorium must schedule through the Wenatchee High School Auditorium manager.

3. Building Use User groups interested in scheduling any other district facility, other than the auditorium or athletic facilities, must schedule through the building administrator or designee. 4. Kitchen Use User groups that are interested in scheduling a Wenatchee School District kitchen must schedule through the Director of Food Services (662-9345).