



KITCHEN USE POLICY

for Staff and Public

The kitchens may be used by various organizations in the school district. When a group would like to use a kitchen, they are encouraged to contact the Food Service Director at 822-6065 and get approval.

The established policies are to insure safety and maintain correct sanitation measures for everyone using our facility. The food service staff would like to accommodate the organization as much as possible. Prior notification will allow the proper communication to take place between all parties. In addition, a work order must be filed through facilities to request use of the appropriate kitchen.

1. A properly trained member of the organization, or renter, must be present at all times whenever individuals under 18 years old are in the kitchen.
2. If use of the equipment is needed, the contact person from the organization must talk with the Food Service Director or Head Cook about the equipment that will be used. The person that will be using the equipment must be properly trained and instructed. Individuals under 18 cannot touch or operate any equipment. The properly trained member or renter should be the only person operating the equipment.
3. The kitchen must be left in a clean and orderly manner. Countertops, sinks, and equipment must be cleaned and sanitized after use. All dishes, pans, utensils, and carts used need to be washed and put back in their proper place. If the kitchen is not properly cleaned, the organization will be charged for the time that it takes the food service staff to clean. Cleaning supplies must be provided by the organization.
4. No food, condiments, paper or plastic supplies can be used from the kitchen. If the group or organization wishes to purchase items from the food service department, they may contact the Food Service Director at least two weeks before the event to make the arrangements. If food or supplies are missing from the kitchen, the organization will be charged the actual cost for the items.
5. Before leaving, the properly trained member or renter is responsible to make sure all the doors to the kitchen are locked. Also, he or she will make sure that the equipment is turned off and the cooler and freezer doors are shut and locked.
6. Any damages to equipment or supplies will be billed to the organization. Any other costs related to the organization's use of the kitchen will be billed back at the actual cost.
7. The contact person from the organization will receive the above rule for proper kitchen use. The agreement form must be signed by the contact person, Food Service Director and/or Head Cook before the event occurs.

Pulaski Community School District – Kitchen Use Agreement

Kitchen Site: _____
Organization: _____
Event Title & Date: _____
Contact Person: _____
Phone Number: _____
Address: _____

Food that will be prepared and served?

Equipment that will be used (if needed):

Training date scheduled for equipment / kitchen use:

Person(s) that will be trained:

Special arrangements:

I have read the administrative rule for kitchen use and agree to follow the policy.

Contact Person

Food Service Director/Head Cook

Date

