

RULES FOR SHARED USE OF THE KITCHEN BY FOOD SERVICE PROVIDER & SCHOOL/PARISH STAFF AND GROUPS

The School/Parish has contracted with a **Food Service Provider** which is in charge of kitchen operations. Staff and groups are allowed access to the kitchen when the Food Service Provider is not using it, provided you follow the rules below.

Parish staff and groups may use the kitchen as long as you return it clean and in the same condition in which you found it. Please respect and care for the kitchen supplies, equipment and facility which belong to the school/parish.

All users of the kitchen are responsible for complying with safe food handling requirements.

Detailed food handling instructions are available in the school and/or parish office. Violations of these rules will result in revocation of the staff or group's kitchen use privileges.

THE FOOD SERVICE PROVIDER IS:

AND CAN BE REACHED AT

TELEPHONE/CELL

THE SCHOOL/PARISH

CERTIFIED FOOD HANDLER IS

AND CAN BE REACHED AT:

TELEPHONE/CELL

Food Rules

- Follow the detailed food handling instructions you get from the school or parish office.
- Wash your hands properly.
- Bring and use your own food, including, but not limited to, staples such as bread, sugar, salt, milk, flour, rice, and beans.
- Do not use any food marked as belonging to the School/Parish Food Service Provider or stored in the cabinets or refrigeration units that are for the exclusive use of the Food Service Provider.
- Make sure food is kept at the legally approved temperature. Cold food must be held at 41°F or below. Hot food must be held at 135°F or above. Check food every hour for temperature control.

Storage Rules

- You may not store your food or supplies in storage or refrigeration units designated for the use of the Food Service Provider.
- You may not open the Food Service Provider's storage or refrigeration units at any time.
- Store food at least 6 inches from the floor on non-wood shelving to allow for cleaning underneath

Cleaning Rules

- All food contact surfaces (*e.g.*, food prep sink and table(s), cutting boards, utensils, blenders, mixers) must be cleaned and sanitized.
- All other kitchen surfaces, including floors, equipment and appliances that you use, must be left spotless and sanitized when you leave. You may use the school/parish cleaning supplies or, if those are not available, bring and use your own.
- Bag and take out all trash to the designated location or garbage bin. Break down boxes and place them in the designated location.
- Use recycling bins if available.
- The Food Service Provider/Parish/or School may charge you a cleaning deposit or fee.

Equipment Rules

- Do not use any kitchen supplies marked as belonging to the Food Service Provider or stored in cabinets that are for the exclusive use of the Food Service Provider.
- Bring and use your own utensils, linens, napkins and/or paper goods.
- If you damage any equipment, you will be responsible for the cost of replacing it.

