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

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.

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: