



## KITCHEN USE REQUEST FORM

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| <b>School where Kitchen Use is Required:</b>   |
| <b>Date Kitchen Use is Required:</b>   |
| <b>Time Kitchen Use is Required:</b>   |
| <b>Name of Function/Event:</b>   |
| <b>Food Service Staff Needed:</b> <input type="checkbox"/> Yes <input type="checkbox"/> No |

**Please Read Following Procedures**

A member of the Food Service staff must be present in the kitchen if you plan to use any of the following equipment during a function/event: dishwasher; ovens; steamers; hot holding equipment; cooler; freezer; knives. You **MUST** notify the Food Service Director at least one month in advance of any function/event where a Food Service staff member is needed. Food Service staff will be paid 1-1/2 times their hourly rate when working an evening function during the week which the using organization will be responsible for. Involving Food Service staff in the planning of School Calendar functions is required to ensure the availability of staff to work the event.

If you plan to use **ONLY** one or more of the following equipment, the **PRINCIPAL MUST** be present to oversee the use of the kitchen facility: sinks, serving counters, preparation tables, milk cooler or serving utensils. **KNIVES ARE NOT TO BE USED UNDER ANY CIRCUMSTANCE.** PRINCIPAL, please check the following equipment used during the function/meeting and leave a copy of this form on the serving counter at the end of the function/meeting.

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| <b>3 COMPARTMENT SINK</b> _____ <b>HAND SINK</b> _____ <b>PREP TABLE</b> _____<br><b>SERVING COUNTER</b> _____ <b>SERVING UTENSILS</b> _____ <b>COOLER</b> _____<br><b>FREEZER</b> _____ <b>OTHER SMALL EQUIPMENT (list)</b> _____ |
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Any equipment used must be thoroughly cleaned using soap and water. The equipment used will be sanitized by the Food Service staff prior to next use. Serving utensils must be thoroughly cleaned using soap and water and left on the counter in the dishroom to be sanitized by the Food Service staff prior to next use.

\_\_\_\_\_  
*Principal Requesting Service*  
**Copies to: District Office, Food Service, Requestor**

\_\_\_\_\_  
*Date*

## **PROCEDURES FOR USE OF KITCHEN FACILITIES OR EQUIPMENT**

The health and safety of our students, staff and school community are very important to us. Thus, the following procedures have been established to insure the School Food Service facilities and food items used are kept safe and sanitary.

1. School Food Service kitchen facilities CANNOT be used unless a member of the Food Service staff or a Principal is present.
2. Food items for an event/function where a member of the food service staff is working can be stored in the kitchen cooler or freezer, but please call the food service staff ahead of time to insure freezer or cooler space is available and to coordinate delivery of the food items. The items to be stored must be clean and sanitary and in their original retail packaging. Homemade food items cannot be stored in school kitchen facilities.

***Many schools are now ordering food/paper items needed for their functions/events through the food service department. This is highly recommended as it not only saves time and money but also insures that the food/paper items have been handled properly and safely.***

3. Food items for an event/function, where a member of the food service staff is not working, can be stored in the milk cooler only. The freezer and cooler will NOT be available for storage due to sanitation and safety reasons. You will need to call the kitchen staff ahead of time to insure the milk cooler is available for use as a refrigerator.
4. If a special food item or treat for a class needs to be stored in a kitchen freezer or cooler you must call the food service staff ahead of time to insure space is available and to coordinate delivery and pickup of the food item or treat. The product to be stored must be clean and sanitary and in its original retail packaging. Homemade food items cannot be stored in school kitchen facilities. The food item or treat must be given to a member of the Food Service staff so that it can be properly stored in the refrigerator or freezer. Any food item or treat must be picked up by 1:45 p.m. on the day it is to be used as the kitchen facility will be locked after that time. Space is limited so any unused food items or treats will be discarded if not picked up by 1:45 p.m. the next day.

If you have questions or would like to request the use of a kitchen facility please call the **District Food Service Department at 651-306-7217** or you may call the school where the function/event will take place and ask for the Cook Manager in the kitchen.