



Use of the School Kitchen

Note: State regulations require the School District of Janesville to maintain food service facilities with all sanitation and health standards required by the State Board of Health Chapter of the Wisconsin Administrative Code (HSS 196 - Restaurants).

These standards must be met at all times, including the use of food service facilities for functions other than school meal preparation.

For any entities or groups using the School District of Janesville kitchens, the following must be understood and agreed to prior to any use:

1. A School District of Janesville food services representative is required to be at all events.

This representative will be required to stay until the end of the event until all people are out of the kitchen.

The cost of the food service personnel will be included in the billed usage cost of utilizing the kitchens. An estimated cost will be provided when the request for usage is submitted.

2. All food service equipment (Dish Machine, Convection Ovens, and Combi Ovens) may only be operated under direct supervision of School District food service representative.
3. Prior approval of the Food Service Manager must be obtained before any SDJ kitchens may be used for school and non-school functions. The following procedure must be used for kitchen use:
 - a. The Food Service Manager must be notified a minimum of three (3) weeks in advance of the requested date(s) for use. The Food Service Manager will notify the Business Services Office if the request to utilize the kitchen facility has been approved.
 - b. Food and paper supplies may be purchased from the Food Services Department with advanced arrangements made with the Food Service Manager. Arrangements must be made at least three (3) weeks before the function.
 - c. Pans, trays, and utensils are not provided but may be checked out for event. The replacement or repair cost of any damaged items will be included in the event billing.
 - d. The cost of cleaning supplies used to clean equipment used will be included in the event billing.
 - e. Clean aprons can be provided for an additional fee.
 - f. Garbage must be placed in the dumpster by the user or building custodian (if on duty) the day of the event.

(more)

4. All other facility use regulations shall apply.

The user agrees to all conditions of the School Kitchen Facilities Use Form.

User Name (Printed) _____

User Signature: _____

Date: _____

User Contact Telephone Number: _____

Food Service Manager Name (Printed): _____

Food Service Manager Signature: _____

Date: _____