

COMMUNITY KITCHEN USE

The following guidelines must be followed in order to use a kitchen facility:

- Nutrition Services must approve the use of the kitchen and you must contact Michael Morris at (541-474-5716) to reserve the use of the facility.
- A Nutrition Services employee must be present any time food is prepared or served in the kitchen. If you need to schedule a Nutrition Services employee for your event, contact the kitchen manager or Nutrition Services at (541-474-5716).
- Organization will be required to pay \$25.00 per hour with 2 hour minimum.
- The person responsible for the use of the kitchen must meet with the kitchen manager to discuss the procedures and equipment usage.
- All foods brought into or served from the kitchens must be from approved retail/wholesale services. No home prepared items.
- Professional behavior displayed at all times.
- Close supervision of young children/adults due to the safety hazards in a kitchen atmosphere.
- The group is responsible for leaving the kitchen completely clean and in order.
- A deposit may be required prior to event.

Group Food Events

- When is a food permit from the Josephine County Health Department required?

NO HEALTH DEPARTMENT PERMIT REQUIRED for In District Group Functions:

(Remember to always follow basic sanitation procedures.)

- Specific group, i.e., soccer team lunch.
- Public not invited.
- If not using kitchen facilities or equipment a Nutrition Services employee is not required.

PERMIT REQUIRED for Public Group Functions:

- Event that invites students and families or public, i.e., fundraisers, BBQ, carnivals.
- **3 Options if a Public Food Event is planned:**
 1. Serve only **low-risk food items**, such as prepackaged chips, candies, and canned/bottled beverages. Restrictions may apply to beverage brands sold or utilized on G.P. School District property or premises. No permit required any use of kitchen facilities.
 2. **Food permit required** approx. (\$15.00 and tax ID #) from Josephine County Health District. Contact 541-474-5325. No use of school kitchen.
 3. Hire a **Nutrition Services** team member for approximately \$25/hour. No permit required and has access to kitchen facilities.

Storing Food Items

Food items that belong to parent, staff, or community groups must comply with these rules to ensure compliance with the Josephine County Health Department sanitation requirements:

- No home prepared food items or personal food storage is allowed in the kitchen area.
- Foods brought into the kitchen must be from an approved retail/wholesale source.
- All food items must be in the original containers.
- Use of kitchen space in refrigerators and/or freezers must be approved by kitchen manager. Food items are not to interfere with the everyday operation of the kitchen or create safety concerns. These food items will only be stored for a short period of time.
- Food and supplies shall be removed from facility upon departure.

BASIC SANITATION

- Thoroughly wash hands before preparing or serving food.
- Cool hot foods to less than 40 degrees F. within 2 to 4 hours
- Cook hot foods to 165 degrees F.
- Hold hot foods at 140 degrees F or more.
- Hold cold foods at 40 degrees F or less
- Handle and serve food only in a clean and safe environment
- Wear plastic gloves when preparing and serving foods.
- Sanitize all preparation areas by washing surfaces and sanitizing with bleach water.

FOOD SALES >>

- Only Nutrition Services may sell foods before school, during morning breaks and lunch.
- Other groups who want to sell foods must be approved by your School Food Sale Committee.
- Contact Nutrition Services (541-474-5716 or your schools' kitchen manager for more information.