

# KITCHEN USE REQUEST FORM

Instructions for requesting use of a kitchen facility at a school site:

- **After** making arrangements with the Principal for the use of school facilities complete this form and submit it to the School Nutrition Manager in the kitchen at the school site.
- Schedule an appointment with the SNP Manager for a walk-through and review of the kitchen, use procedures, and rules/restrictions prior to use date.
- If an outside group is requesting use of the kitchen, facility use fees may apply as well as staffing fees. A paid kitchen staff member **must** be present during the time the kitchen is being used, and additional fees would apply for this staffing requirement.

School Site: _____	Date Facility Requested: _____
	Time of Arrival: _____ Departure: _____
<u>List kitchen equipment to be used:</u>	<u>List serving utensils/pans, if any, needed:</u>
_____	_____
_____	_____
_____	_____
_____	_____

Name of Organization requesting use: \_\_\_\_\_

Event Description: \_\_\_\_\_

Name of Person Completing Request: (Please print clearly) \_\_\_\_\_

Person in Charge: (Please print clearly) \_\_\_\_\_ Phone No.: \_\_\_\_\_

Address: \_\_\_\_\_

I have read and understand the kitchen use rules and restrictions and I understand that the kitchen must be left in a <b>clean</b> condition and all trash disposed of.	
_____	SNP Manager Initial: _____
Signature	

## Office use only

Date request received: \_\_\_\_\_ Date of kitchen walk-through & training \_\_\_\_\_

Kitchen set-up/readiness pre-event: \_\_\_\_\_

Review of kitchen area post event: \_\_\_\_\_

## KITCHEN USE RULES AND RESTRICTIONS

- ❑ **An adult is required to be present in the kitchen at all times to supervise any student or youth activity.** No person under the age of 18 is allowed in the kitchen area unless a supervising adult is present IN the kitchen.
- ❑ Supply **all** necessary food and supplies for your meal/event. These will not be provided and school kitchen supplies may not be used without specific approval of the site Nutrition Program Manager and/or the Nutrition Program Supervisor. Examples of miscellaneous supplies and cookware not provided for use unless approved are: all dish towels, hot pads, disposable food service gloves, dish soap, napkins, straws, eating utensils, all cookware, pans, serving utensils, serving bowls/trays/plates, preparation utensils such as knives, scrapers, turners, etc.
- ❑ If using school cookware, utensils, etc., after use, they must be hand washed, rinsed and dried then left on the counter adjacent to the dishwashing machine. If the kitchen does not have a dishwashing machine, items are to be left on the counter adjacent to the dishwashing sinks. Use of the dishwashing machine is **NOT** allowed unless a kitchen staff member is present.
- ❑ The organization/group/individual using the kitchen facility is responsible for any and all loss of and/or missing kitchen supplies (food and non-food) and missing or damaged cooking equipment and preparation utensils, etc.
- ❑ Access to refrigeration and/or freezer units is not permitted without special authorization. User must arrange for proper temperature control containers for all food (ice chests, etc.).
- ❑ Absolutely no entry/access to the dry food storage areas is allowed.
- ❑ Always be aware of food safety in supplying food to others. You are responsible for making sure all food served has been handled in accordance with proper safe food handling and safety procedures.
- ❑ Use disposable food service gloves when touching any food. Change gloves, not just frequently, but between any change of tasks or if gloves touched any surface other than food, such as boxes, hair, face, etc. **Do not keep gloves on when doing any other task besides actually touching and/or serving of food.** Remember that gloves are to protect the **FOOD** from hands, **not** to protect hands from food.
- ❑ Kitchen must be left in a clean and orderly condition and trash disposed of. All counter surfaces must be washed down and clean – all dishes hand washed and dried, no trash remaining on the floors or on any surface, etc. All equipment that was used must be turned off and clean before leaving. Floors must be swept clean of all debris.