# CIVIC USE OF BUILDINGS (CUB):
# NUTRITION SERVICES KITCHENS

PORTLAND PUBLIC SCHOOLS
Nutrition Services



# USING OUR KITCHENS - WHY A CUB MATTERS

Nutrition Services kitchens are licensed food facilities, which means we have to follow rules around safety, cleanliness and liability. If someone would like to use one of our kitchens, they will need to submit a Civic Use of Building (CUB) request. This helps us:

- Keep the space safe for everyone.
- Make sure sanitation standards are met.
- Protect the renter and the district.
- Keep kitchens ready for serving student meals every day!

# WHEN IS A CUB NEEDED?

- A CUB is required any time the space is being used after school hours.
- If any equipment (ovens, warmers, dishwasher, refrigerator, freezer) will be used.
- Please note that cafeterias and kitchens are separate spaces. Reserving the cafeteria does **not** include the kitchen. If the kitchen isn't listed in the reservation, contact the CUB office—it may already be booked or unavailable.



# APPROVAL & COMMUNICATION PROCESS

## SUBMIT

Requests submitted through CUB office/ Facilitron

## APPROVE

Nutrition Services designated approver (Denise) reviews the request and sends response with:

- Explanation of staff requirements or training option.
- Liability form and directions for use of the kitchen.

## COMMUNICATE

Site Program Manager and Kitchen Lead are notified to ensure awareness.

# AGREEMENT FOR USE

## WHAT IS NEEDED?

- Date of Event
- School
- CUB Permit #
- Equipment listed
- Training Date Recorded

## KEY POINTS:

- Conduct of participants must be monitored.
- Must follow Multnomah County Health Department safe food handling rules.
- Violations will result in cancellation of agreement & restriction from further use.
- Each CUB applies to one specific event— separate reservations are required for each use.

# OPTIONS FOR KITCHEN USE

## NS STAFF PRESENT

- Required if equipment, food prep, or storage is required.
- Cost: $65/ hr.

## TRAINED PARTNER STAFF

- Must complete training on equipment and sanitation.
- Must sign the PPS Nutrition Services Agreement.
- Accepts Liability for damages/ loss

## SERVING LINE ONLY (PRE-PREPARED FOOD)

- No Nutrition Services Staff required.
- No additional cost.





# ROLES AND RESPONSIBILITIES

## NUTRITION SERVICES STAFF

- Cannot cook non-food items in ovens (like clay pots or ornaments)
- May oversee equipment use if required.
- Lead can decide if small requests (like storing popsicles in the freezer) during school hours are acceptable.

## COMMUNITY PARTNERS

- The PPS Agreement, Use of Kitchen, and Kitchen Checklist (at checkout) must be completed.
- Must have a trained representative if Nutrition Services staff is not available.
- Responsible for damages, cleanliness, and safe food handling.

## NUTRITION SERVICES ADMIN/ PROGRAM MANAGERS

- Help coordinate communication.
- Ensure all forms and permits are in place.



# WHAT IS NOT PROVIDED?

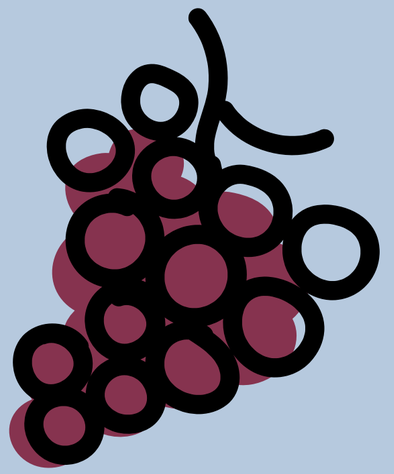


## NUTRITION SERVICES DOES NOT PROVIDE:

- Food
- Aprons
- Gloves
- Parchment
- Foil
- Plastic Wrap
- Oils
- Pans
- Serving Items
- Utensils
- Cups
- Napkins
- Straws



# KITCHEN CLOSING CHECKLIST



- Clean all dishes, counters, and surfaces
- Turn off and clean ovens, warmers, and warming wells
- Be sure that milk cooler has not been unplugged
- Lock refrigerators and walk-in coolers
- Remove all trash and debris
- Turn off lights, lock doors, and return keys
- Check out with the custodian before leaving



# POTENTIAL SCENARIOS

01

**Example 1:**
A school principal requests storing popsicles during the school day.

Kitchen Lead decides based on the disruption to their workflow.

02

**Example 2:**
Community group wants to bake cookies after school.

Requires a CUB, staff or trained representative, agreement and checklist.

03

**Example 3:**
Afterschool staff ask to bake clay ornaments in the oven.

**NOT** allowed

# NEXT STEPS...

## NUTRITION SERVICES

- Know how to respond to requests from school and afterschool staff.

## COMMUNITY PARTNERS

- Request that they submit CUB requests early!

## ALL

- Ensure training, agreement, and checklist are completed.

# FREQUENTLY ASKED QUESTIONS

**Can community partners purchase items, such as forks, spoons, or plates from Nutrition Services ahead of time?**

No.

**What do you do if your kitchen has been used without a CUB request?**

Please contact your program manager and provide the date and details of what happened.

**Do we need a copy of the checklist after the event?**

No, it is not necessary to retain the checklist, it is meant as a guide for the community partner for cleaning and closing things down.

# CLOSING

- Our goal is to support the community while protecting our kitchen operations
- Clear communication prevents confusion
- Safe, clean and successful events are everyone’s responsibility




THANK YOU!