

GUIDELINES FOR USE OF KITCHEN FACILITIES

SCHOOL SUPPORTED GROUPS -BOARD APPROVED

CLASS I: USE OF CAFETERIA WITH USE OF COOLER/FREEZER FOR STORAGE

(FOR EXAMPLE: BAKE SALE WITH STORAGE OF ICE CREAM CAKE)

- A. Use of designated cooler and freezer for storage only.
- B. Must contact Food Service Director (Sue Rudolph 440-582-9041) at least 7 days in advance.
- C. If after hours, custodian to open and then secure area.
- D. Groups are expected to provide assistance at cleanup and return the cafeteria to pre-use condition.

CLASS II: USE OF CAFETERIA WITH LIMITED ACCESS TO KITCHEN

(FOR EXAMPLE: HOAGIE SALE)

- A. Food Service personnel are needed for the **first hour and the last hour** of the event.
- B. The person in charge of the function must attend a mandatory orientation meeting with the Food Service Director (Sue Rudolph 440-582-9041) to review food preparation and holding criteria (use of gloves, hairnets, and temperature log). Meeting must be held at least 7 days prior to event.
- C. Limited access to select warmers and equipment may be provided at the discretion of the Food Service Director IF such use is requested in advance at the training session.
- D. Groups are expected to provide assistance at cleanup and return the cafeteria to pre-use condition.

CLASS III: FULL AVAILABILITY OF KITCHEN EQUIPMENT

(ACTUAL FOOD PREPARATION)

- A. Food Service personnel required the entire time the kitchen is in use.
- B. The person in charge of the function must attend a mandatory orientation meeting with the Food Service Director (Sue Rudolph 440-582-9041) to review food preparation and holding criteria (use of gloves, hairnets, and temperature logs). Meeting must be held at least 7 days prior to event.
- C. Groups are expected to provide assistance at cleanup and return the cafeteria to pre-use condition.

For Class II & III all food served must come from an approved food source. Food should be unopened and in a sealed package prior to use. Food may be provided by a catering business, restaurant or establishment which has its own food service license. There will be NO HOME-MADE FOODS PERMITTED.

OUTSIDE GROUPS

CLASS III

- A. An outside group using the kitchen needs a Food Service employee the entire time of the event.
- B. Food for an outside group must be catered by an establishment which holds its own food service license or prepared by the North Royalton City Schools Food Service staff.
Based on the discretion of the Food Service Director (Sue Rudolph 440-582-9041), an outside group may be permitted to use warming equipment. A meeting must be held at least 7 days prior to event.
- C. Groups are expected to provide assistance at cleanup and return the cafeteria to pre-use condition.

I HAVE READ THE PRECEEDING INFORMATION AND WILL COMPLY WITH THE ABOVE GUIDELINES.

SIGNATURE: _____

DATE: _____

GROUP: _____