

**SCHOOL KITCHEN USE GUIDELINES 19-20 SCHOOL YEAR
(NEOLA Policy 7510-Use of District Facilities Revised November 2018)**

Use of School Kitchen

In an effort to keep our districts school nutrition facilities as clean as possible and to provide a safe environment for the food service operation; we ask your cooperation in adhering to good food safety practices.

The purpose of these procedures are to follow the WI Food Code which is, “to safeguard public health and provide consumers food that is safe, not altered, and honestly presented.”

1. State regulations require the District to maintain school nutrition facilities in conformance with all sanitation and health standards as stated in 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 school nutrition facilities for functions other than school meal preparation.
2. Strict requirements for school kitchen use are also necessary so the facility is left in an orderly manner and ready for operation by the school nutrition staff at all times.
 - a. The School Nutrition Coordinator shall be notified a minimum of **two (2) weeks** in advance of the requested date(s) for use. The School Nutrition Coordinator will notify the building principal whether or not the request to utilize the kitchen facility has been approved.
 - b. A charge of \$75 will be paid to the Nutritional Services Department one week in advance of the requested date of the event.
 - c. If any major food service equipment is needed, a district food service employee familiar with the equipment and sanitation procedures will be required to operate, help clean and sanitize the equipment. Any labor expenses will be paid by the group or administrator in charge of the function.
 - d. Food and paper supplies may be purchased from the School Nutrition Department by school sponsored groups by advanced arrangements with the School Nutrition Coordinator. Arrangements should be made at least three (3) weeks in advance before the function.
 - e. Cleaning supplies, towels and aprons can be provided for an additional fee.
 - f. The kitchen must be left as clean as it is found, and all equipment should be returned to the proper places.
3. School nutrition equipment shall be operated only by trained personnel. The School Nutrition Coordinator will make the determination whether trained personnel are needed, then approve for use.
4. FACILITY USE FEE SCHEDULE. NEOLA Policy 7510-Use of District Facilities- This policy refers the viewer/reader to: **Administrative Guideline 7510A:**

SASD Kitchen-Sanitizing fee- *Charge is transferred to Nutrition Services Department	\$75 Resident	\$90 Non-Resident
--	---------------	-------------------

When completing the Kitchen Use Guideline form the **“Person in charge”** means the individual present at a FOOD ESTABLISHMENT responsible for the operation at the time of inspection. Based on the risks of foodborne illness inherent to the food operation, during inspections and upon request, the PERSON IN CHARGE shall demonstrate to the regulatory authority:

- knowledge of foodborne disease prevention,
- application of the hazard analysis critical control point principles,
- the requirements of this code

Foodborne illness is considered a major public health problem. The United States has a safe food supply. However, food can still become contaminated and cause illness. In 2001, the Centers for Disease Control and Prevention (CDC) estimated that **76 million cases of foodborne illness** occurred each year in the United States. While most foodborne illness is not-life threatening, CDC estimates that there are 325,000 hospitalizations and 5,000 deaths related to foodborne illness each year. Seniors, young children, pregnant women and the immune-compromised are particularly vulnerable to foodborne illness. Thank you for keeping our areas safe for the children.

KITCHEN FACILITY USE PERMIT 19-20 SCHOOL YEAR

When the school nutrition facilities are used they need to be left in the condition they were found. Please fill this form out two (2) weeks prior to the event and it will be returned to you.

Name of person in charge _____ Contact Number _____

Email _____ Date of the event _____

Approximate total of people attending _____ School event is held at (school name): _____

I understand that we are not to use any supplies, towels, dish soap without payment of such items? yes _____

Depending on equipment used training needs to occur? yes _____ no _____

I understand that if any damage is done to the equipment or loss of product due to use of electrical appliances (nescos/crock pots/coffee makers, etc.) tripping breakers the administrator or person in charge listed above will be required to reimburse school nutrition department for the cost of replacement. (Regulations do not permit 50 fund to cover costs of other functions) yes _____ (initial)

Equipment to be used: convection oven _____ steamer _____ dishwasher _____
griddle or stove _____ hot well units _____ pizza serving unit _____
cold prep unit _____ tables _____ sinks _____
carts _____ other _____



Complete the information listed above. Send this form to School Nutrition Department two weeks prior to event for approval. We will contact you with further instructions before the event and return the original form to the event coordinator for completion.

Check-off list to ensure that all things are left as they were found:

I have swept _____ I have mopped _____

I have shut off all equipment _____ Returned equipment to original location _____

Doors are locked & closed _____

Do not use bleach on stainless equipment, causes pitting



*SPECIAL ATTENTION if you are using nescos or other electrical appliances make sure the breakers are in tact

Sign _____ Date _____

Please leave this form taped on the cooler in the school nutrition area.

Copies will be disbursed by the School Nutrition Department to the following –
1 copy to event coordinator; 1-principal/school; 1-school nutrition server; school nutrition coordinator

Contact information: Nutrition 920-459-3568 or Recreation Department 920-459-3775