



## West Linn-Wilsonville Schools

# School Kitchen/Serving Area Use Guidelines

The WLWV Nutrition Service Department will make every effort to support food service events for internal customers (school related events). This may include:

- School Kitchen and Serving Area Use
  - Ordering Food
- Scheduling a District Kitchen Employee to oversee kitchen use and serve as a resource

- ❖ First, please schedule all events through the Community Services Department, 503-673-7995.
- ❖ Please contact the Nutrition Department 503-673-7992 or email [linstror@wlwv.k12.or.us](mailto:linstror@wlwv.k12.or.us) to discuss the details of your event that involve food or kitchen use.
- ❖ A kitchen employee is scheduled for all events using the kitchen/serving areas. A kitchen employee may also be scheduled for limited kitchen access or events involving food services, depending on the details. The kitchen employee answers questions, instructs on chemical and equipment use and care, assists and oversees to ensure kitchen activities occur in a safe, sanitary and secure manner ready for student meal service.
- ❖ There is a fee for scheduling a kitchen employee and a 25% mark-up for food ordered through the nutrition department. Expense is charged back to the school or school group.
- ❖ A walk-through and planning meeting may be scheduled for extensive kitchen use. (The kitchen is not available during school meal prep and service times).
- ❖ Length of time scheduled for the kitchen employee is determined based on the details of your event. A kitchen employee is scheduled the entire time the group will be in the kitchen/serving areas. (Two hour minimum.)
- ❖ The group is responsible for cleaning and organizing the kitchen and surrounding food service areas by the end of the event so kitchens are ready for serving students and that all District property is maintained. Please have enough help for your event. Refer to *Kitchen/Serving Area Responsibilities*.
- ❖ With advance notice built-in kitchen equipment such as ovens, warmers, refrigerators, counter tops, metal hotel pans, metal cookie sheets, sinks, the dishwasher and cleaning chemicals are available at no charge, when a kitchen employee is scheduled. Please do not move/unplug/turn on or off kitchen equipment without a kitchen employee or building engineer's approval.
- ❖ Groups are responsible to supply all paper goods, small wares, supplies and portable equipment. (Example: coffee pots, punch bowls, BBQ's, utensils, hotel pans, cookie sheets/sheet pans, chafers, water pitchers, beverage dispensers, foil, plastic wrap, gloves, paper goods, etc.) A list of rental companies is available upon request. No latex products are allowed on the premises. Sterno (flames under chafers) are to be monitored and controlled the entire event.
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- ❖ Please let Community Services know if you need buffet tables, extension cords and/or extra trash cans.
- ❖ All outside food should be clearly separated from District food at all times. Please review food handler guidelines. It is recommended at least 1 person in your group have a food handlers license. Avoid the following:
  - Homemade or canned items prepared in an unlicensed kitchen
  - Raw, Shelled Eggs (exception: liquid, pasteurized eggs)
  - Outdated Food
  - Food obtained from non-commercial sources
  - Wild Game Meat
  - Wild Mushrooms



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### **Kitchen/Serving Area Responsibilities** **Things to Check When Using the School Kitchen/Areas**

Please, the group is responsible to:

- ❖ Limit access and keep the kitchen/serving area environment and surrounding food service equipment secure.
- ❖ Children under 18 should not enter the kitchen to work or when others are working.
- ❖ Be cautious around wet floors, cooking equipment, chemicals, cutting equipment and locking cold storage units. Wear appropriate and safe attire/shoes.
- ❖ Operate equipment properly. Request training if needed.
- ❖ Wash and return all items borrowed.
- ❖ Maintain safe and sanitary food handling practices following licensed food handler guidelines.
- ❖ Keep cold food below 41°F and hot food above 140°F. Food thermometers are available in the kitchen.
- ❖ Sanitize counters and carts and clean all areas and equipment used when finished.
- ❖ Sweep and mop the floor when finished.
- ❖ Let a District employee know when the event is over and your group vacates the area.
- ❖ Report any problems immediately using the emergency numbers provided (please share these numbers with those in charge of the food service activities for your event.) Mark Law 503-572-9719 Hannah Chow 740-527-3787.