

Hinckley-Finlayson Public School District #2165

Rules for School Kitchen Use

1. All who enter must wash hands in the hand-washing sink. Not in the food prep sinks. Scrub with the nailbrush, soap water, and dry with paper towel.
2. NO children under the age of 14 shall be allowed to work in the kitchen for health and safety reason.
3. Any one working in the kitchen needs to wear a hat or hairnet at all time, and gloves if serving food.
4. The cook's desk and belongings should not be disturbed. Temperatures and paper work completed.
5. If using cooking equipment, a certified person must be present or someone trained on the equipment.
6. Whatever equipment is used, return it to original place when finished.
7. No food from the kitchen may be used without pre-arranged permission.
8. When using the 3-compartment sink, #1 is for washing, #2 rinsing, #3 sanitizing.
9. If the dishwasher is to be used, foodservice personnel will train you prior to use.
10. All used washcloths and potholders need to be left in the #1 sink.
11. If the dishwasher is not being used, all dishes that were used need to be rinsed and left in the dish room. Do NOT wash and put them away.
12. IF food is spilt on the floor, sweep and mop it up.
13. All tables and serving equipment need to be wiped down with sanitized water.
14. If you regularly use the kitchen, make sure your supplies are stored in the assigned spot.
15. When you are finished, everything should be wiped down and put back in order or you will forfeit the use of the kitchen the next time. As you leave tell the custodian so the kitchen may be locked down.

Thank you for your cooperation. We appreciate being able to share our kitchen with you.

Hinckley-Finlayson Public Schools District #2165
Kitchen Use Policy

Date _____ Date to use the kitchen _____

Name of Organization _____

H-F Staff member in charge _____

Equipment needed _____

Amount preparing for _____ Menu Serving _____

Food to be ordered by the District _____

Food to be brought in by the organization _____

Time and Temperature taken of food before serving and by whom.

Meat items must be at least 165. All hot items must be held at 140 or higher. All cold items must be kept at 40 or lower.

Food Item	Time	Temp	Signature
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This form will be kept on file by the Head Cook for future reference. Adopted 12/09