

GUIDELINES FOR KITCHEN USE

These are given to any community person who requests the use of the kitchen facilities.

In accordance with local and state health and sanitation codes, as well as insurance requirements, the following guidelines must be followed:

1. It is the responsibility of the representative signing for the use of the schools to contact Community Use of Buildings at 860-291-1223 if your event will need use the kitchen. Notice for use needs to be requested at least 3 weeks in advance of the event to arrange for a food services staff member to be at your function.
2. The use of the kitchen by any group other than the Chartwells food service staff for any food preparation, in which any equipment is to be used, requires a food service staff person to be present to supervise. The wages she/he receives will be billed to you directly. It is to be noted that this staff person is there to provide supervision and guidance of the kitchen only.
3. The use of a serving counter, ice cream freezer or sink only, will not require a kitchen staff person to be present. However, the use of any of these items must be approved by the Director of Dining Services through Community Use of Buildings at the Board of Education Office.
4. Events expected to be catered by Chartwells must be booked with Chartwells Director of Dining Services directly at least 3 weeks prior to the event. Contact Community Use of Buildings for more details.
5. *It is understood that if you use any part of the kitchen, it will be left in the same condition as it was found (i.e. clean). It is to be understood further that you are responsible for the complete clean-up of the kitchen, pots, pans and equipment.* Because there are specific sanitizing steps to be followed, any pans and equipment used must be left clean but separated so that food service staff may sanitize them. If the condition of the kitchen does not meet with the standards of sanitation that we are required to maintain, the additional time required to correct the situation will be billed to you.
6. CHILDREN AND STUDENTS ARE NOT PERMITTED IN THE KITCHEN under normal conditions. Students, assisting in the preparation, are not to use the kitchen without adult supervision. This includes the use of serving areas and counters. Students under the age of 18, by state law, are not allowed to use food service machinery or mechanical equipment (mixers, slicers, ovens, steam equipment).
7. If, for any reason, you must cancel the event, we ask that you notify Community Use of Buildings at 860-291-1223 so that the assigned staff member(s) can be notified. Notification is required at least 24 hours in advance of the scheduled use. If a staff member arrives on location for a scheduled event and finds it has been canceled or postponed without prior notice to the Community Use of Buildings or the Director of Dining Services, there will be a charge for the staff member's time.

These guidelines are set up for your safety and our assurance that the kitchen is maintained as it should be. If you have questions, please call Community Use of Buildings at 291-1223

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