

## Freeman Nutrition Services

# Community Use of Kitchens

The kitchen facilities located in each Freeman School building are licensed by the Spokane County Health Department to be operated by Nutrition Services staff. The kitchens' contain food products along with kitchen utensils and commercial food service equipment used by NS staff for cooking, storing and holding food served to students and staff. The equipment and supplies are the property of Nutrition Services and must be properly operated and maintained so they are always available and functioning for use by NS staff.

In-order to protect the equipment and supplies and maintain the wholesomeness of food/supplies stored in the kitchen/stockroom, school kitchen facilities may be used for preparing and serving meals outside of school hours for community events with prior approval from the NS Director. Once approval has been granted arrangements must be made for a NS staff member to provide orientation to the community group representative. The community group utilizing the kitchen facility will be responsible for any clean-up, damages, or lost equipment associated with the use of a school kitchen. Please see the guidelines and procedures below for approval to use a kitchen facility and what expectations the group(s) must meet.

### Procedures for receiving approval to use school kitchen facilities.

1. Contact the Nutrition Services office to arrange for approval to use a school kitchen. Nutrition Services can be contacted by telephone by contacting Mrs. McGill at 509-291-7510 or by email at [mmcgill@freemansd.org](mailto:mmcgill@freemansd.org); Or Mr. Parisotto at 291-3721 or email at [bparisotto@freemansd.org](mailto:bparisotto@freemansd.org) specifically for use of Freeman High School Kitchen.
2. When approval is issued, the group representative will contact Nutrition Services to coordinate the appropriate orientation and training needed for the use and cleaning of the facility.
3. A Community Group Representative must obtain a food handlers card through the Spokane Health Department. Web link is: <http://www.srhd.org/links/fwc-test.asp>. The food worker card will last two years before renewal; then every three years. This representative must be present during the entire food production and service event.

### The expectations for any group or organization using kitchen facilities will be as follows:

- If using our pans, utensils, and equipment please wash them in the 3 compartment sink and put them away when finished.
- Group may use Freeman Nutrition Services gloves, towels, utensils on an as needed basis. Amount used to be documented on attached checklist.
- Clean counters, sinks, and microwave if used.
- Take out garbage, please. Replace cans with liners.

