

NEWFIELD CENTRAL SCHOOL

REQUIREMENTS FOR KITCHEN USE

To use schools kitchens, please follow the procedures listed below:

- **BEFORE booking your event, you need to speak with Food Service Director (FSD) about health permit policies and if a kitchen employee is available to work!**
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- ❖ Send email to FSD (rwood@newfieldschools.org) about the date, times, who will be doing the cooking, type of meal, name of group and person responsible.
- ❖ Send email if your group will need any items from kitchen; i.e. large or small coffee pots, kettles that require pilot lights, carts, dishcloths or refrigerator space.
- ❖ Only people above the age of 18 may be in the cooking area, using knives and equipment.
- ❖ Students may be in the sink area to wash the dishes, but please limit it to no more than 3 students at a time.
- ❖ One cafeteria employee will need to be hired for your event. She will supervise your event and make sure health and kitchen policies are followed. If you need help, she is also there to work for the event.
- ❖ After the event, please make sure the kitchen is in the same condition as you found it when you came in.
- ❖ All dishes, trays, pans, etc. must be cleaned and put away; floors **MUST BE** swept and **MOPPED**. You can find products and equipment for these jobs in the cleaning closet.
- ❖ Trash **MUST** go out to the **TRASH COMPACTOR**. Unless cleaners say they will take out.
- ❖ All counters must be wiped down. Sinks need to be cleaned after using them. If using our towels, rinse out and hang over sink to dry.
- ❖ Check with the cafeteria worker before leaving. She will let you know if you are in compliance with the kitchen requirements.
- ❖ If you have any questions regarding these procedures, please contact Robin Wood at 564-9955 x 4024 or rwood@newfieldschools.org