

GUIDELINES FOR SCHOOL KITCHEN USE

1. Any community group or school-related group may request the use of a school kitchen. It is understood that if any part of the kitchen is used, it will be left in the same condition as it was found, including the complete clean up of the kitchen, pots, pans and equipment. 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 the person or organization using the kitchen facilities.
2. Students assisting in food preparation or service are not to use the kitchen without adult supervision. This includes the use of serving areas and counters.
3. The use of the kitchen for any function requires a Food Services Department employee to be present to supervise. Exceptions to this must be approved by the Food Service Director.
4. The food service employee is hired for three (3) hour minimum. A food service worker may be hired at a rate of 1 ½ times their regular rate to supervise the use of all equipment, including ovens and refrigeration, and will be available to assist with simple food preparation and clean up. If a Qualified Food Operator (QFO) is required for food preparation, one may be hired at a rate of 1 ½ times their regular rate. If the event involves serving more that 200 people, additional employees may be required. These catering charges are separate from any rental fees assessed by the Board of Education. The catering rates are hourly pay rates for the services of the employees that work. Billing and payment for employees for catering assignments must be handled through the School Food Services Office at the Board of Education.
5. Request for catering by food services employees must be reviewed with either the K-8 or GHS Food Services Cafeteria Manager at least three weeks in advance of the function. It is the responsibility of the representative signing for the use of the building to make the appropriate arrangements.
6. If, for any reason, the event must be canceled, we ask that the school food service personnel be notified so that the assigned staff member(s) can be notified. If a food service employee reports to work for an event and finds it has been canceled or postponed without prior notice, there will be a charge for the employee's time.
7. Borrowing of kitchen equipment for in-house functions must be approved by the K-8 or GHS Food Services Manager, in writing. Kitchen equipment MAY NOT be borrowed for use out of the school building.

These guidelines are set up for your safety and our assurance that the kitchen is maintained as it should be. If you have any questions, please your Food Services Manager. The K-8 Food Services Manager can be reached at (203) 536-5536 or the GHS Food Services Manager at (203) 625-8036.

FOR CATERED EVENTS, CALL JAYNE-MARIE LOCKETT AT GHS CAFETERIA (625-8036).

(Rev. 9/17)

GREENWICH PUBLIC SCHOOLS FOOD SERVICES GUIDELINES FOR SPECIAL FUNCTIONS



The most important reason behind the Greenwich Public Schools Food Services Department's "Guidelines for School Kitchen Use" is the health and safety of our community. The National Center for Disease Control conservatively estimate that 10 to 15 million cases of foodborne illness occur in this country each year. The vast majority of these incidents are preventable by following state and local health laws.

Most foodborne illness is caused by bacteria that multiply rapidly at temperatures between 60° and 125° F. To control any bacteria that may be present, it is important to maintain the internal temperature of foods that will be served cold at 40° F or below, and to maintain the internal temperature of cooked foods that will be served hot at 140° F or above.

Most people are unaware of the state and local health regulations which pertain to the preparation and service of food to the public. The issues involved cover a wide range of topics from proper internal temperature of food products to appropriate kitchen attire.

The Health Department regulations require that all food items publicly served be prepared in a licensed facility which is monitored quarterly for compliance. A designated staff person responsible for compliance with Health Department requirements must be on site whenever food is prepared and/or served. Each of our school kitchens is a licensed facility, providing necessary handwashing facilities and proper hot and cold food storage and serving equipment. All Food Services Department employees receive training in food sanitation and safety and our management team constantly monitors that all laws, regulations, and guidelines are strictly followed.

Our department's guidelines are modeled after, and in full compliance with the Health Department's food safety regulations. Any group or organization contemplating an event at a school where food will be served should contact our department. We will be happy to provide, as a complimentary service, assistance with planning the event as well as information pertaining to proper health and sanitation procedures which must be followed.



LEAVE THE SHOPPING TO US!

DEFINITIONS:

Temporary Food Service for a Special Function is food being served at a fixed location for a short period of time in conjunction with a single event or celebration such as a fair, carnival, fund raising event or similar transitory gathering.



Individuals or groups planning to serve food at any event that is open to the public must have a license. If individuals or groups advertise their event with flyers, banners or newspaper articles or by other means, it is considered a public event.

Potentially Hazardous Foods shall mean any food which consists in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, edible crustacean or other material or synthetic ingredients capable of supporting rapid and progressive growth of infectious or toxigenic micro-organisms.



Examples are poultry, hamburgers, tacos, hot dogs, chili, fajitas and meat pizza. Cooked rice, spaghetti, potatoes and beans are also considered to be potentially hazardous because they will support rapid bacterial growth.

All foods served publicly must be approved by the Health Department. Home canned and home prepared foods or prepared foods stored at private homes are not allowed.

Non-Potentially Hazardous Foods shall mean foods such as fruit pies, dry goods, cereals and bake goods.

Examples are donuts, cookies, breads, cakes, potato chips and popcorn.



THE PUBLIC HEALTH CODE OF THE STATE OF CONNECTICUT:

Sec. 19-13-B42. Sanitation of places dispensing foods or beverages. No person, firm or corporation shall operate or maintain within the State of Connecticut any place where food or beverages are served to the public except after compliance with the following requirements:

- (1) No person, firm or corporation shall operate or maintain, within any town, city or borough, any place where food or beverages are served to the public without local permits or licenses if such permits or licenses are required by local ordinance, or otherwise without registration of the name and business address with the local director of health of the town, city or borough in which the business is conducted. Permits for temporary food service establishments shall be issued for a period of time not to exceed 14 days.
- (2) A temporary establishment serving food or drink shall comply with all provisions of this regulation which are applicable to its operation. The local director of health may augment such requirements when needed to assure the service of safe food, may prohibit the sale of potentially hazardous food or drink consisting in whole or in part of milk or milk products, eggs, meat, poultry, fish, shellfish, or other ingredients capable of supporting toxigenic micro-organisms or may modify specific requirements for physical facilities when in his opinion no health hazard will result.