

KITCHEN FACILITIES USE AGREEMENT

Parish Name _____

Parish commercial kitchens are shared-use facilities, equipped with a variety of equipment that may include stoves, ovens, small appliances, ice machines, sinks, refrigerators, tables, dry and cooler storage and other food preparation equipment. It is a priority to ensure that the kitchens are utilized for Parish related use and maintained in a sanitary and safe way. Health and Safety are top priorities for the Parish, users of the kitchen, and guests.

The Pastor/Administrators are to approve the use of the Parish kitchen, including the Parish group's event schedule. The Pastor designated group leader shall acknowledge receipt of this agreement and ensure that the group abides by it.

- **Kitchen Capacity shall not be exceeded**– The kitchen size and available equipment must be appropriate to meet the needs of the group event. For example, if a kitchen has a standard stove, limited preparation and cool storage area, and room for only 2-4 people to prepare food, a 200 /person full course dinner cannot be safely prepared there. That would require a Commercial Kitchen with a 6 burner stove.
- **Personal Protective Equipment/ Good Hygiene shall be used**- Anyone preparing food must use disposable gloves or use frequent hand-washing methods with soap and hot water. Hair restraints must be used such as hairnets, hats, tie-backs to prevent hair falling into food. Clothes must be clean and apron used, if possible. Slip resistant shoes with rubber soles must be worn.
- **Illness** – Anyone who has been recently sick, is currently sick, has symptoms of becoming sick, has a communicable chronic disease, is suffering from cuts/open wounds/sores or other skin opening/malady is prohibited from the kitchen facility and from food preparation or serving of any kind. If you are not sure, do not participate.
- **Food Safety** – The group must keep cold foods cold and hot foods hot within a maximum 2-hour window. Foods should be cooked thoroughly to their proper heated temperature. Avoid cross-contamination of food and utensils. Produce should be thoroughly washed. Follow local health department ordinances.
- **Children** – Children under the age of 15 are not allowed in the kitchen. Parish youth groups may use the kitchen with adult supervision.
- **Live Animals** – Live animals of any kind are never allowed in the kitchen.
- **Cleaning** – Users are responsible for the complete cleaning and sanitation of the kitchen after use. This includes all equipment used, food preparation, storage and serving surfaces, floors, sinks, etc. and remove properly bagged trash to exterior trash containers. All supplies and equipment should be returned to their proper location.
- **Injuries** – Per accident/injury policy requirements, any injury to any person must be reported to the Parish asap and EMS (911) is to be called in all circumstances.
- **Damage/Malfunction** – Any damage to the kitchen or malfunction of equipment shall be reported to the Parish asap. No one should attempt to use broken or malfunctioning equipment.
- **Behavior** – Smoking, use of alcohol or illegal substances is not permitted while working in the Parish kitchen, preparing or serving food at the Parish.

Violations of this agreement may jeopardize the ability of the group to utilize the kitchen for future Parish related events.

I acknowledge receipt of this agreement and will abide by it:

Signed: _____ Date: _____

Group Name: _____