Access to the Centralia College Food Services kitchen area is permitted only with the approval of the Food Services Supervisor or designee. In addition, a food services employee with current food handler’s permit must be present whenever the kitchen is used.

Access to the kitchen is limited to Food Services staff and Buildings & Grounds workers performing maintenance and janitorial services. Maintenance and Food Service workers may allow equipment service technicians and other individuals and/or groups into the kitchen only when prearranged with the Food Services Supervisor or designee.

Individuals or groups who plan on using the Food Services kitchen must make all arrangements prior to entering the kitchen. This can be done by coordinating with the Supervisor, completing the facilities use request form, identifying the food service employee that will staff the event, determining the cost for facility use, and identifying the budget code or other source where kitchen costs will be charged or billed, etc.

In no case may any individual or organization "borrow" utensils and/or equipment from the Food Services area. Only in an emergency and with the Food Services Supervisor’s permission may anyone borrow or use food items purchased for the Food Services area. Plans should be made prior to an event regarding leftovers, running out of food, people for food preparation, people for cleanup, and all other contingencies.
CENTRALIA COLLEGE
FOOD SERVICES FACILITY & EQUIPMENT USE PROCEDURES

Occasionally, both on and off campus organizations request the use of the college cafeteria, kitchen, and/or kitchen equipment. These procedures provide guidelines for handling the requests for use, supervision, revenue, expenditures, and billing associated with kitchen rental activities.

A. Request for Facility use is made by a group or organization.

1. A representative of the requesting organization completes a Facility Use Application and submits it to the Facilities Use Coordinator,
2. Facility Use Option- If the group or organization requesting use of the kitchen facility is hosting an event open to the general public, they will either need to: 1) Obtain a Temporary Food Permit through the Lewis County Health Department; or 2) Contract with the food service department to cater the event.
3. The application will be forwarded to the Food Services Supervisor, who will estimate kitchen costs and adjust the estimate/invoice section of the application.
4. Rates for use of Kitchen and/or Equipment.
   • College Organizations $25.00 per hour
   • Non College Organizations $50.00 per hour
   * Costs in addition to Food Services employee will be charged to kitchen user (costs include; Food Services Supervisor ordering, kitchen and equipment damages, emergency Food Services food inventory use, next day food service personnel cleanup time, rag and towel cleaning, etc.).
   * Food service supervisor will provide an estimate of the total cost of an event contracted for catering by the food service department.
5. One copy of the Facility Use Application is kept in Food Services department and an original is sent back to the Facilities Coordinator for further processing.
6. Cafeteria and other room use scheduling are handled entirely by Facilities Coordinator. Billing for all facility use, including kitchen, will be done by Facility Use Coordinator.

B. A college Food Services employee must be present as supervisor whenever the kitchen is being occupied.

1. It is his/her responsibility to ensure that all Food Service policies and procedures are followed, to document any use of Food Services supplies, damages, misuse of equipment, etc., to ensure that equipment, utensils, etc., are back in place at the end of the function and to make sure that doors are securely locked.
2. The college food service employee will supervise the clean-up crew; they must not be expected to do the cleaning. They may provide some assistance; the majority of their time will be spent supervising others.
3. The Food Services employee is a resource that is available when questions arise about equipment use, where utensils go, or proper food preparation and clean-up procedures.

4. The Food Services employee has been trained on proper food preparation and food storage and holds a food handlers permit that is required whenever preparing and serving food to the public.

5. Use the Food Services employee as a consultant, ask questions, and seek guidance if you have even the slightest question or concern.

C. Requestor must plan for the following contingencies

1. Identify who will purchase food and supplies (Food Services Supervisor will make supply purchases for a fee).
2. Identify plan for leftovers (no Food Services dishes may be used to transport or store leftovers).
3. Where will food be stored before and after the function (Food Services refrigerator and freezer are not available for outside use unless special arrangements are made in advance with Food Services Supervisor).
4. Identify who will be allowed to use the kitchen (there is a limit of 15 people in the kitchen at one time).
5. Identify what equipment will be used so that operating and cleaning instructions can be provided.
6. Make arrangements for clean-up rags and towels (clean-up rags and towels may be provided by Food Services for a fee).
7. Identify who will be responsible for kitchen clean up (individual in charge and a crew who will stay until the kitchen is completely clean). Clean-up crew must return equipment and utensils to their proper location and follow any special procedures to clean equipment, floors, dishes, pans, etc. (clean-up may be provided by Food Services for a fee).
8. Make arrangements for Food Services employee to supervise kitchen activities during the entire kitchen use time (requestor will be charged for Food Services employee wages and benefits).
9. Identify funds and provide budget authority to charge for possible damages, special service (towels, supply ordering), and kitchen clean-up done by Food Services staff.

D. Billing organizations for kitchen use will be done by Food Services Supervisor.

1. Food Services Supervisor will submit a bill to the organization for; kitchen supervision, damages, kitchen clean-up, and other services within two working days of an activity.
2. Intra-district transfers will be done for expenditures incurred by on-campus organizations (facility use bill sent to accountant).