

## **Guidelines for Use of Kitchen or Serving Area by School Groups**

- **As per USDA regulations**, when the School Food & Nutrition Services (SFNS) cafeteria kitchen/serving area is used by the school or community groups for food service, one or more of the SFNS employees must be present to ensure control over SFNS food as well as to ensure proper use and care of equipment and facilities. If the school cafeteria kitchen is used for food preparation activities other than School Food Service, wages shall be paid by the organization.
- The sponsoring organization and their designated representatives shall be responsible for the conduct of the group during the use of district kitchen property. Any expense related to damaged / lost equipment will be the responsibility of the organization and/or the building principal.
- The site administrator or sponsoring organization **must** contact the Nutrition Services Office 1 week prior when use of kitchen facilities are requested. Contact Kim Keller at [kkeller@spsmail.org](mailto:kkeller@spsmail.org). Unless a Nutrition Services employee is present to monitor and is paid by the sponsoring organization through the district, the principal or sponsoring organization will assume full responsibility for the use of the kitchen and cafeteria.
- A nutrition service employee must be present when any piece of equipment is used. Examples of equipment are dishwasher, ovens, steam table, warmers, serving lines and disposal. Slicers and mixers may only be used by trained Nutrition Services staff.
- The sponsoring group will be responsible for payment of wages to Nutrition Services staff through the district payroll office. No employee shall be paid directly by the sponsoring group.
- Food, cleaning agents, paper products and any other district owned supplies may not be used by the sponsoring group.
- All kitchen / serving areas shall be cleaned and left in the condition they were found in. It is not the responsibility of SFNS employees to clean the cafeteria after the use by other organizations.
- The dry storage area will remain locked at all times.
- The use of refrigeration equipment should be discouraged. The site administrator or designated representative will ensure that all refrigeration is securely closed at the end of the event. Food losses incurred from refrigeration doors left ajar will be the responsibility of the designated representative and the building principal.

### **Special Events Reimbursement Form**

Managers, your principal may ask you or one of your employees to work additional hours when groups such as PTA or Booster Clubs will be in the site kitchen for a scheduled function. The employee will be paid by Nutrition Services as exception time on the next pay check. In order to receive payment, the employee must fill out a Labor Reimbursement Form, have the site manager sign and send it into the Nutrition Services Office. Labor for these events need to be recorded on a regular time sheet as exception time. Time worked may not exceed 40 hours a week.

# S.P.S. – Nutrition Services Department

## REIMBURSEMENT OF

### LABOR FORM FOR SPECIAL EVENTS

LOCATION OF EVENT \_\_\_\_\_

DATE OF EVENT \_\_\_\_\_

Hours of event Starting time \_\_\_\_\_ am/pm

Ending time \_\_\_\_\_ am/pm

NAME OF ORGANIZATION \_\_\_\_\_

NAME OF CONTACT PERSON \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

BILLING ADDRESS \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

EQUIPMENT NEEDED \_\_\_\_\_

\_\_\_\_\_

**NSD EMPLOYEE NAME** \_\_\_\_\_

**NUMBER OF HOURS WORKED** \_\_\_\_\_

Email Form to: Linda Smith @ [lsmith@spsmail.org](mailto:lsmith@spsmail.org)