

VENUS ISD FOOD SERVICE
DISTRICT POLICY AND PROCEDURES
FOR KITCHEN USE

1. The food service manager will need to be notified 1 week prior to plan date of use. You will also need to fill out the cafeteria use form.
2. Before cafeteria use your organization (person responsible) must complete a short training on the use of;
 - A. The use of Oven
 - B. Stove
 - C. Pass through warmers, over head heaters and steam tables.
 - D. Automatic dish washer and the proper chemicals used for dishwashing.
 - E. Mop room and chemicals for mopping.
 - F. Place all food service towels in the washer and the food service dept. will take care of them the next day.
3. Wash all pots and pans and any items used. Do not towel dry let all items air dry.
4. Any paper good item should be provided by the organization using the kitchen.
5. Please do not unplug or move any equipment that is currently in use.
6. No children allowed behind the serving line. This will help control any safety issues such as spills, burns, cuts and falls.
7. All areas meaning the dining area as well as the kitchen should be left in the condition it was found.
 - A. Clean and sanitize dining tables.
 - B. Wash and sanitize dishes to meet standards.
 - C. Sanitize all work areas (stainless steel tables).
 - D. Floors should be swept and mopped using proper chemicals.

- E. Trash should be removed from all trash receptacles including dining area.
8. There must be a designated responsible party to insure that all stoves, ovens, over head warmers, lights and pass through warmers are turned off before leaving.
 9. Items broken or damaged must be reported and replaced by the organization using the kitchen.
 10. There must be a designated responsible party to insure that all doors are locked.
 11. Pizza, cookie, and nacho warmers are not to be used by outside organizations.

The purpose for this policy is to insure that all parties using the cafeteria will be aware of and made to follow established rules, have knowledge of how to operate equipment, be aware of safety issues and for accountability purposes. The Child Nutrition department will not be responsible for any damages or accidents that accrue while in use. Venus ISD is in a contract with the United States Department of Agriculture for the National School Breakfast, Lunch and After School Snack Program in which certain guidelines must be followed. This policy will protect both the Child Nutrition Department and all parties that use the kitchen. We welcome all school organizations to use the kitchen for any special events that they may have but will need to follow the regulations which have been set.

Tina McCormick

Child Nutrition

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