



NUTRITION SERVICES FACILITY USE

12/19/11

A Facility Use Application must be submitted to The Nutrition Services Office at least 1 week prior to the event for approval.

See the Redmond School District Website for the facility use application.

It is the responsibility of the RSD Nutrition Services Department to ensure all foods served from the District Facilities are safe to the consumer. The district is ultimately liable for the quality of food served. Board policy states that only foods prepared in an inspected kitchen should be available in the schools. Products for classroom functions must be prepared by a licensed kitchen and brought to school in the sealed container. All after-school functions must be very carefully supervised to reduce the risk of food-borne illness.

The board does not support the sale of non nutritious food sales during the meal periods. The board supports compliance with state, federal and local regulations and guidelines, including the Oregon Department of Education and The Department of Health. Board Policy is in place for the facility use of kitchens; outlining facility use and supervisory fees.

Local sanitation regulations are governed by the Deschutes County Sanitation Department. All meal service sites are inspected annually at the expense of the RSD Nutrition Services department. A current Deschutes County Food Handlers Card is required for all staff and volunteers who work in the preparation and service of any food items served in the RSD.

Service and handling of potentially hazardous foods should be a concern, and very carefully supervised. Potentially Hazardous Foods, include foods requiring temperature control for safety. Cross Contamination is also a great concern. These concerns should extend to the preparation and service of foods in the classroom. These areas are often not licensed, nor do the instructors have adequate safety and sanitation training or licensing. The sale and service of individually wrapped, non– refrigerated candy and individually packaged beverages that are stable without refrigeration are safe and acceptable for fundraising by non licensed personnel. Any uncovered foods or foods that are not individually packaged are subject to cross contamination and not safe for this type of service.

Facility use applications are available in each school office or online on the Redmond School District web site. Completed applications must be submitted to the Nutrition Services Office at least, one week in advance, for Kitchen use approval, staffing and scheduling.

Redmond School District - KITCHEN FACILITY USE INSTRUCTIONS 12/8/11

- Assigned Nutrition Services Staff are responsible for supervising the safety and sanitation during kitchen use.
- N.S . Staff, need to know, follow and direct others in County, District and Departmental, rules, regulations, policies and procedures related to kitchen facility use.
- N.S. Staff are responsible for directing, students and volunteer workers in safe food handling and sanitation.

GENERAL REQUIREMENTS FOR, VOLUNTEERS AND STUDENT WORKERS

- Clean, Appropriate attire
- No open sores or illness
- Hair secured back
- Use of Proper Hand washing techniques
- Follow all sanitation rules and regulations as directed by Nutrition Service Staff
- Positive, professional customer service attitude
- Cooperative team effort and attitude
- Follow all County, District and Departmental rules, regulations, policies and procedures as directed by Nutrition Service Staff

Special Function Checklist

Areas to be reviewed by trainer:	Trainer's Initials	Trainee's initials
Supervision Responsibility		
Catering invoice copy		
Date		
Time		
Schedule		
Menu		
Product source		
Recipe –preparation and portion		
Equipment		
Supplies		
DPR		
Time/Temp record		
Set up-clean/sanitize, prepare & portion product per recipe.		
Service –Temp product & record time temp. on DPR area,		
Clean up		

Date Trained _____