

ADDENDUM B



MT LOOKOUT GRANGE #339 SHARED-USE COMMERCIAL KITCHEN RENTAL AND USE POLICIES

STATEMENT OF POLICY

Mount Lookout Grange is proud to own and operate its own certified commercial Kitchen. We have taken great efforts to establish guidelines for its use that will serve to keep the Kitchen a healthy environment for all. We recognize that many groups and individuals of our community will use the Kitchen as a support for their business venture. We recognize all entrepreneurs are important and all may use the Kitchen to aid in their programs.

APPLICATION AND ORIENTATION

Parties interested in renting the Kitchen should complete the User Agreement and submit to the Kitchen Manager (KM) along with the necessary documents. Applicant will have a response within 10 days, Orientation will be scheduled if all prerequisites have been received and the User Agreement will be finalized.

KITCHEN USE

Following food handling and health and safety codes will insure a positive County inspection for certified commercial Kitchens, as well as keeping the Kitchen clean and safe for all. An informational 3-ring binder kept in the Kitchen will provide Kitchen guidelines, equipment operation instructions, and other information you might need to make your Kitchen experience a positive one.

CARE OF EQUIPMENT

- Manuals with complete use and care instructions for Kitchen equipment are housed in the Kitchen binder.
- If and when repairs are needed on any equipment, the KM must be notified. Please do not attempt to make repairs on your own.
- The Grange welcomes suggestions for additional equipment and feedback.
- Grange utensils and equipment are not to be removed from the Kitchen at all.

SMALL WARES

User will provide their own gloves, small wares and other special items specific to their production needs Do not leave your items in the Kitchen. The Grange is not responsible for any loss or theft.

FOOD AND EQUIPMENT SAFETY AND SANITATION

We ask all Kitchen workers to remember that safety and sanitation should always come first when making work decisions in the preparation, dishwashing or serving areas.

- Keep food and work areas clean.
- Prevent Cross-contamination.
- Cook each food to its appropriate doneness temperature.
- Chill and store food safely.

To ensure that the food you prepare and serve in our Kitchen is safe, we would like Kitchen workers to pay special attention to the following information:

- Always wash hands with soap and warm water for 20 seconds before beginning food preparation, after handling food, or changing from one task to another and after using the bathroom.
- Cover hands with a bandage and a clean glove at all times if you have a cut or infection on your hands.
- Wash, rinse, and sanitize cutting boards, serving dishes and countertops after preparing each food item and before going on to the next,
- Always use a clean cutting board for food preparation. Use different cutting boards for raw meats (red), veggies (green) and cooked foods (white).
- Use a food thermometer.
- The kitchen is restricted to manufacturing of products for human consumption only.
- Serve foods in small containers, using a clean container to refill supplies from the oven, saucepan or refrigerator. Keep hot food hot (135° F or above) and cold food cold (41°F or below).
- Remember the 2 hour rule. Perishable food should never be left in the Temperature Danger Zone (between 41°F and 135°F) for more than 2 hours. This includes both hot and cold food. If its been more than 2 hours (or one hour in temperatures above 90°F) discard the food.
- Store ready-to-eat food (bread, salad, cake) on the highest shelves in the refrigerator. Store raw meats and poultry on the lowest shelves.
- Only the assigned helpers who are certified food handlers are permitted to be in the Kitchen.
- Gloves must be worn during all phases of food preparation as well as when arranging ready-to-eat food for serving.

- Store coats, purses and other belongings away from food preparation areas.
- Food Handlers may not eat or drink in the Kitchen. However, tasting and covered water bottles are allowed (“sippy” type – no open containers).
- The 3-compartment sink is for dishwashing only.
- The food prep sink is for food preparation only.
- The Mop Sink is located in the men’s restroom. This location is for filling the mop bucket with water plus approved cleaning product and the discharging of the wastewaters only.
- Under no circumstances are live animals allowed in or around the kitchen.
- We recommend anyone using the kitchen complete a food handlers course.

GUIDELINES FOR CLEAN UP

- All dishes, utensils, pans, etc., are to be cleaned, air dried and put back in the appropriate storage space. Nothing is to be left in/on the sinks, tables, floors, or counters.
- Sinks, counters, table tops, equipment, etc. must be thoroughly cleaned and sanitized after use.
- Any food spills in refrigerator, freezer, microwave, stove, or ovens must be cleaned thoroughly.
- Floors and under all counters and equipment should be swept clean, mopped, sanitized, buckets washed out, mop heads rinsed, squeezed dry
- Empty bucket wastewaters into designated mop sink ONLY. Cleaning or rinsing of mops or custodial equipment in any Kitchen sink is against health codes and therefore not permitted.
- All trash must be properly bagged and placed in exterior container.

COMPLETE USER CHECKLIST AT THE END OF EACH KITCHEN SHIFT

VIOLATION OF STANDARDS OR BREAKAGE

The Grange will evaluate the condition of the Kitchen after each use for compliance with these guidelines. If the Kitchen is left in an unacceptable condition after use, a verbal warning will be issued. A second incident may result in the termination of the person’s and/or organization’s right to use the Kitchen. Any damage, abuse or loss occurring during the usage of the kitchen must be reported to the KM. Generally, the organization or event group will be charged for the replacement of missing or broken items. A “Cleaning Checklist” will be filled out by everyone who uses the Kitchen. Please sign and return the checklist to the appropriate area of the Kitchen when your time is completed.

KITCHEN FIRST AID

There is a First Aid Kit located on the shelf underneath the counter. Any injuries sustained while on Grange property should be reported immediately to the Kitchen Manager.