



## **GUIDELINES FOR LIMITED USE OF KITCHENS**

Below are guidelines governing the use of kitchens in schools by school and community groups. The guidelines are for the limited use of kitchens and the restrictive use of kitchen equipment:

1. If an event/meeting is scheduled, and kitchen access is desired, the Food Service Manager/Food Service Assistant in charge will be notified by the Building Administrator.
2. The Building Administrator or designee, will assume responsibility for providing access to the kitchen for items such as water to prepare beverages (coffee, juice, etc.).
3. In most cases, light refreshments are brought in and served immediately. Light refreshments are defined as coffee and other beverages; baked desserts such as cookies, muffins, coffee cakes, brownies; fruit and vegetable platters.
4. Kitchen outlets can be used if necessary.
5. Paper supplies, serving utensils, and eating utensils are to be provided by parent/community group.
6. If refrigerator or freezer space is needed, arrangements must be made in advance with the Food Service Manager/Food Service Assistant in charge. Available space will be evaluated based on current inventory and scheduled food deliveries.
7. Coffee grounds are to be put into a plastic lined garbage container.
8. Facilities, work tables, serving counter, sinks, cafeteria tables, etc., are to be cleaned immediately after use. A bucket, detergent/sanitizer and cloth will be made available by School Nutrition Services for this purpose.
9. Parent/community groups are responsible for any loss or damage to equipment or supplies.
10. Parent/community groups are not required to hire Department of School Nutrition Services personnel for activities limited to those described above.

### **EXTENDED USE BY COMMUNITY ORGANIZATIONS:**

Kitchen facilities, which are deemed separate from school cafeterias, shall be made available for community use on a limited basis with the approval of the School Administrator and the Department of Recreation & Community Services in collaboration with the Department of School Nutrition Services. Such use may not interfere with the preparation, serving, or clean-up of school programs such as breakfast, lunch, or dinner. A permit shall be issued and all authorized groups are responsible for all costs incurred pertaining to staffing, ancillary services, and insurance coverage. Kitchens are required to be staffed by the Department of School Nutrition Services when any kitchen equipment is used. Staff shall be made available with at least ten (10) business days advance notice to the Department of School Nutrition Services. Authorized groups are responsible for all staffing, supply and clean-up costs. Authorized groups are responsible for any theft or damage claims.

**Kitchen Use Requirements** – Department of School Nutrition Services

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