

## Minnetonka Nutrition Services: District Kitchen Use Guidelines

**Permit:** When planning an event which will utilize a District cafeteria, you must obtain a permit for the area of your event through the Minnetonka District Facility Scheduler at 952-401-5052. If you know you will be arranging for the use of a District kitchen, you will need to give that information to the Scheduler at the time you obtain the permit for the cafeteria.

**Use of Kitchen:** The use of a kitchen must be arranged through your school's kitchen manager and the Minnetonka Nutrition Services office at 952-401-5044. Please contact us as soon as you determine the date of the event and have received a permit for your event from the Facility Scheduler. To ensure availability, your organization should submit a **Kitchen Use Request Form** to Nutrition Services soon after securing the facility. We suggest you make your arrangements for kitchen use at least 2 months in advance of your event.

- **No Individual or Group is allowed to bring food or beverages into a kitchen or use the facility without prior approval from the Nutrition Services Department.**
- Any use of a District kitchen must include a Nutrition Service's employee on site for the entire duration of the period of use at a charge of \$55.00 per hour.
- The District employee will **supervise** the operation of equipment and use of the kitchen. **Supervision does not include district staff preparation or clean-up of the kitchen.**

### The Supervising Staff Responsibilities:

- ✓ ensures that health code rules are followed,
- ✓ ensures equipment is properly operated,
- ✓ ensures safety rules are adhered to when using equipment,
- ✓ ensures proper hand washing and food safety standards are met,
- ✓ ensures kitchen use is by adults only.

### The Responsibilities of the Event Sponsor:

- ✓ orders food items from pre-approved food sources (Absolutely NO homemade items are allowed into the kitchen or kitchen areas.),
  - ✓ prepares all food or menu items for their event,
  - ✓ organizes set-up for the event,
  - ✓ sells and/or serves food items,
  - ✓ cleans up-- including washing pots and pans, prep tables, and all equipment used for the event,
  - ✓ returns the kitchen back to its original condition.
- An additional charge of \$75 per hour will be assessed to the event sponsor should district staff incur labor hours to return the kitchen back to its original condition. *If you are unsure if the kitchen has been returned to its original condition, please ask the supervising staff to inspect your final cleaning before leaving the premises.*
  - Additional district foodservice staff may be requested to work an event for an added \$55 per hour per worker.
  - The Department reserves the right to add additional staff for large events which will need more than one supervisor. This will be conferred and agreed upon with the event sponsor before the event.
  - No children under the age of 14 are allowed to be in any part of the kitchens due to food safety and Health Department regulations!
  - No students under the age of 19 are allowed past the serving lines of the district kitchens into the equipment and preparation areas.

- Nutrition Services currently employs a linen service to provide towels, dishcloths, and other linens for our kitchens. Unless you supply your own linens and towels, you may incur a nominal fee for the use of linen supplies while using our kitchens. If you plan to use our linen, please note your needs on your service request form.

**School Sponsored Events:** If you plan to purchase food or supplies from the Nutrition Services Department, final orders must be turned in at least two weeks in advance of the event in order to accommodate the delivery schedules of our suppliers. Catering charges and pricing applies for these services.

**Catered Events:** The Catering Brochure lists all the food items, breakfast, and lunch packages offered through the District. You may be able to arrange for items outside of the brochure if you make special arrangements with our Caterer. The Caterer will need a minimum of 6 weeks notice to fulfill special orders. A basic order list of products widely requested for large school events is available. Please call the District Nutrition Services Office for the current Special Order list at least 4 weeks before your event. All items ordered from the Catering Brochure or the Special Order list become the property of the event sponsor and cannot be reabsorbed into the District's food supply. Items not available on this list will have to be purchased at a retail store or outlet and brought in to the kitchen at the time the kitchen is opened for preparation for the event. Items must be unopened and purchased from an approved source such as a grocery store or other retail outlet. Items may not be brought in from your own pantry, kitchen, coolers or freezers. Due to limited space, we are unable to store items not purchased through our vendors in our coolers or freezers for your event. Reminder: Absolutely NO homemade foods may enter District kitchens!

**Potluck Events:** Local health departments do not allow potluck meals to be served from a licensed facility, the code states: "A potluck is a meal at which attendees bring food that is donated and shared by the attendees. A school may sponsor and hold potluck events in areas of the school other than the school's kitchen, provided that the school's kitchen is not used in any manner for the potluck event."

**Kitchen Rental for Commercial Use:** Kitchens **are not rented** to individuals, groups, or businesses to prepare items to be sold outside of the school cafeteria. This includes individuals and school groups associated with the District.

**Equipment Rental:** All kitchen equipment is the property of the Nutrition Services Department. Equipment purchases are partially funded with state and federal subsidy money through the USDA and MN Department of Education and therefore are not available for rent to any District or outside groups.

**Licensing:** All District kitchens are licensed facilities. All local and state health department rules, regulations and guidelines must be adhered to by the Minnetonka Nutrition Services Department and its assigned staff.

Minnetonka Public Schools  
Nutrition Services Department  
5626 County Road 101  
Minnetonka, MN 55345  
Phone: 952-401-5044  
Fax: 952-401-5092

Day and Date of Event: \_\_\_\_\_

Time Required for Entire Event\* \_\_\_\_\_

*\*Include time to set up and clean after the event*

### Kitchen Use Request

School Kitchen Requested \_\_\_\_\_

Organization \_\_\_\_\_ Event \_\_\_\_\_

Responsible Party \_\_\_\_\_ Telephone \_\_\_\_\_

Date of Request \_\_\_\_\_

Send Request Payment To \_\_\_\_\_

Payment Method:  Transfer      Transfer Code \_\_\_\_\_

Invoice      Billing Address \_\_\_\_\_

Any use of a District #276 kitchen facility must include a Nutrition Service's employee on site for the duration of the period of use at a charge of \$55.00 per hour. The employee will supervise the operation of equipment and use of the facility, but the renting group must provide workers to do prep work, set-up, selling/serving, and cleanup, including washing the pots and pans. A linen service charge may be incurred for linen supplies used for your event.

Your group must have a person in charge, plus an adequate number of helpers for all shifts. Additional charges may apply if the kitchen is not clean and orderly after use for an event. *Please refer to the Kitchen Use Guidelines for more information on expectations of Kitchen Use.* No children under the age of 14 are allowed to be in District kitchens due to safety and Health Department Regulations!

The following schools may need an additional licensure through Hennepin County if they are inviting the public to their event: Schools under Hennepin County Jurisdiction are: Excelsior, Minnewashta, and Deephaven.

It is the responsibility of the organization to file supplementary permits with their local Health Authority, if required. You may check with the Health Authority overseeing your school directly, if you have any questions or concerns.

**Special Instructions:**

Please attach a Catering or Food Special Order request with this form if needed.

### For Nutrition Services Use Only:

Name: \_\_\_\_\_ Hours Worked: \_\_\_\_\_

Name: \_\_\_\_\_ Hours Worked: \_\_\_\_\_ Total Charge: \_\_\_\_\_