

Policy No: 503

Policy: Facilities Use – Kitchen

Date: September 1, 2017

---

**Definition:**

St. John the Beloved’s (“SJB”) “Kitchen” is defined as the area in the hall that encompasses the kitchen; the walk-in refrigerator and freezer; all storage areas in the kitchen; and, the bar. There is a separate Facilities Policy for the bar.

**Licenses:**

The license to operate the kitchen is issued by the Delaware Health and Social Services Department of Public Health. That license is held by Aramark – a food service provider contracted by St. John the Beloved to provide its school lunch program and to cater other selected events.

The permanent license to operate the bar is issued by the Delaware Office of Alcoholic Beverage Commission and is held by St. John the Beloved. A temporary license to provide alcoholic beverages must be obtained for special events such as the annual parish carnival.

**Operating Hours:**

The kitchen is available for use by approved personnel between the hours of 6:00 AM and 10:00 PM seven days per week. These hours, as approved by the pastor, may be extended for special events such as the annual parish carnival; Fish Fry; and others to allow sufficient time to clean the area after the event ends.

**Scheduling:**

Because the kitchen is in daily use and is not available prior to 2:00 PM on any day when the school lunch program is in operation, reservations should be requested as far in advance as practical. The individual, group or organization requesting a reservation must make the request online by going to <https://sjbde.org>, then

1. Click on Facilities;
2. Click on Maintenance and Facilities in the drop down box;

3. Click on <https://sjb.mid.as/request> under Need a Room? Book Online;
4. Complete all required information sections; and
5. Click on Submit.

The requestor should first check the parish calendar to see if the kitchen is already booked for the date wanted and, if it is not, then follow the steps above.

If the Midas<sup>®</sup> (scheduling software) system will not accept the request, it means the requested time and date are already booked for something else. The requestor should therefore be prepared to ask for an alternate time or date.

Once the system accepts the request, it is reviewed and accepted or rejected by the Facilities Manager. The requestor then receives an email response indicating the request is approved or giving a reason why it was denied.

Problems or questions regarding the Midas<sup>®</sup> system or a specific request should be emailed to the Facilities Manager at [kduffy@sjbde.org](mailto:kduffy@sjbde.org).

### **Allowed Personnel:**

Adult staff employed by the food service provider; parish employees; volunteers for ministries and organizations recognized by the parish; and delivery personnel, approved by the parish, are allowed use of the kitchen.

Minors (under the age of 18) are not to be allowed in the kitchen at any time for any reason.

The kitchen is not rented out to individuals, groups or organizations for private, charitable or other events at any time regardless of whether they are parishioners or not. Similarly, kitchen equipment and supplies are not rented, loaned, or otherwise made accessible to outside individuals, groups or organizations.

### **Restrictions:**

1. Minors (under the age of 18) are not to be allowed in the kitchen at any time for any reason.
2. The consumption of alcoholic beverages is prohibited in all areas of the kitchen except the bar at all times.
3. Anyone impaired by drugs or alcohol is prohibited from entering the kitchen.
4. The use of any tobacco products (including vapor or electronic units) is prohibited in the kitchen at all times.

5. The kitchen is restricted to use by Aramark personnel only between the hours of 6:00 AM and 2:00 PM on any day when lunch is prepared by Aramark and any other period when Aramark is catering an event.

The parish reserves the right to restrict access to the kitchen to any individual or group at any time for any reason.

### **Safety:**

Any individual who does not know how to operate a piece of equipment should not attempt to operate it. Rather, they should get someone who is familiar with the equipment to operate it or to show them how to properly operate the equipment. The equipment should not be used if instructions, or someone who knows how to operate the equipment, is not available.

Everyone using the kitchen must familiarize themselves with the location and operation of the safety equipment including the fire extinguishers, gas shutoff valves, exhaust fan controls and fire suppression systems.

As noted below, the steel curtains are to be kept closed whenever the service windows are not being used to serve food. Exceptions may be made for health and safety reasons when necessary. On these occasions, generally when the temperature in the kitchen rises above 80 degrees, the kitchen supervisor or the Facilities Manager may open the curtains far enough to allow the air conditioning from the hall to flow into the kitchen. Kitchen staff are expected to keep noise to a manageable level when the curtains are open to avoid disrupting activities that may be occurring in the hall itself.

It will be necessary at times to set up equipment in the hall for the food service line while other activities are occurring in the hall. When this happens, the equipment is to be pushed back to the wall under the service windows and cushioned mats are to be placed in front of the equipment to protect students and athletes from injury and to protect the equipment from damage.

### **Security:**

The exit door to the parking lot should remain locked at all times. Brief exceptions may be made when trash is being taken to the dumpster or deliveries are being made.

The exit doors to the hall may be left open during events being sponsored by the individual or group using the kitchen to facilitate movement of staff and food in and out of the kitchen. They should remain closed at all other times, especially when minors are using the hall (e.g. gym

periods, basketball games, after school activities), to prevent curious individuals or sports equipment from entering the kitchen.

The steel curtains should be kept closed whenever the service windows are not being used to serve food.

### **Keys:**

Keys to the kitchen and keys to any equipment or areas within the kitchen are the property of the parish. The duplication of any such keys is strictly prohibited.

For safety, security and insurance reasons, the parish will not issue individual or “personal” keys to the kitchen.

Those wishing to use the kitchen must obtain keys by signing out a set at the parish office during office hours. The key sets are not all the same. It is the individual signing out the keys’ responsibility to make sure the correct set is obtained. Keys may not be kept overnight without approval from the parish office. They must be returned at the end of each use or event. If the parish office is open, the individual must bring the keys in and give them to the receptionist. If the office is not open, the keys should be returned through the mail slot in the office door.

Keys should not be transferred from one person to another, as the individual who signs out the key is the one solely responsible for its use and return.

### **Phone:**

The kitchen phone is intended for emergency calls; contacting the school and parish offices; and, normal business purposes e.g. ordering supplies. It is not to be used for personal calls.

### **Pantries and Storage Areas:**

The warming cabinet, stoves, ovens, grill and sinks are not storage areas. They are to be used for the purposes for which they were designed. Nothing may be left in them after they have been used.

The storage areas include:

1. The large pantry next to the rear exit door

When school is in session, the large pantry is for the sole use of the food service provider and will remain locked for inventory control purposes. There are parish owned coffee makers, crock pots and chafing dishes stored in this pantry that are available for use by parish organizations but they must be retrieved when Aramark staff are on-site or through the Facilities Manager as access to this area is restricted when that staff is not on-site.

When school is out for the summer and the food service provider has no inventory in it, this pantry will be available for use by others.

2. The small pantry next to the bar

This area is available for use at all times by organizations that require storage space for their non-perishable supplies and food preparation equipment. It is not recommended for the storage of paper goods and other types of supplies, as space is extremely limited.

All items stored in this pantry are considered available for use by any group unless they have been clearly labeled as belonging to a particular organization. Shelves are not to be marked for or designated as a particular organization's as storage is on a space available basis and the parish reserves the right to move or remove any item(s) at its sole discretion.

3. The closet pantry next to the dishwasher

This area is available for use at all times by individuals and organizations and contains "common use" items owned by the parish such as utensils, condiment containers, serving baskets and bowls, etc. that are commonly used at many events, It is not recommended for the storage of paper goods and other types of supplies as space is extremely limited.

4. The under-counter areas

These areas are for storage of bulky common use items owned by the parish such as pots, pans, trays, cutlery, etc. that may be used by all individuals and organizations.

5. The wall cabinets

These areas are for storage of bulky common use items owned by the parish such as pitchers, cleaning supplies and other small items that may be used by all individuals and organizations.

6. The walk-in refrigerator/freezer

The walk-ins are for the sole use of the food service provider and will remain locked for inventory control purposes when school is in session. When school is out for the summer and the food service provider has no inventory in them, the walk-ins will be available for use by others.

For large events that may occur when school is in session, such as a Fish Fry or the parish carnival, where large quantities of food need to be refrigerated or frozen, Aramark will cooperate to the extent possible to make space available in the walk-ins. Priority will be given to inventory needed for the school lunch program however.

7. The reach-in refrigerator

This unit is available for use at all times by organizations that require storage space for their refrigerated supplies.

All items stored in this unit are considered available for use by any group unless they have been clearly labeled as belonging to a particular organization. Shelves are not to be marked for or designated as a particular organization's as storage is on a space available basis. The parish reserves the right to move or remove any item(s) at its sole discretion.

8. The reach-in freezer

This unit is available for use at all times by organizations that require storage space for their frozen supplies.

All items stored in this unit are considered available for use by any group unless they have been clearly labeled as belonging to a particular organization. Shelves are not to be marked for or designated as a particular organization's as storage is on a space available basis. The parish reserves the right to move or remove any item(s) at its sole discretion.

## 9. Other freezer space

There are other reach-in freezers on campus that are available for use by organizers of special events such as the carnival or Fish Fry dinners when bulk storage needs exceed the space available in the kitchen. Permission to use these freezers must be obtained from the Facilities Manager.

## **Stock and Cleaning Supplies**

Each organization is responsible for rotating its perishable supplies. Any item found to have passed its expiration or sell by date will be disposed of by the parish at its sole discretion. Where these items have no recognizable expiration or sell by date, the organization should mark the container with a date of purchase and then use that item within one year (or recommended expiration period for that product) or it will be disposed of by the parish. Items left in the reach-in refrigerator will generally be disposed of on a weekly basis regardless of who they belong to or how long they have been there. No notice of disposal of any items will be provided.

To avoid unnecessary waste, it is recommended that organizations with excess supplies left over from an event check with the parish Outreach Office to see if it can use those items. If the Outreach Office is closed, a message can be left by calling 994-7867.

The parish will not purchase or stock any supplies that will not be used for specific parish or diocesan sponsored events. This means any organization or individual that uses the kitchen is responsible for acquiring and paying for their own consumables – food, paper products, condiments, beverages, and other items – that may be needed for their events.

Under no circumstances can any cleaning supplies be stored in any area containing any kind of food supplies. Limited space for storing cleaning supplies is available in the wall cabinet over the sink next to the dishwasher. Trashcan liners are available in the supply closet next to the boys' bathroom nearest the kitchen. Other cleaning supplies are available in the janitor's closet next to the girls' bathroom nearest the kitchen.

## **Equipment and Supplies:**

All equipment and supplies, except those listed below, are owned by the parish and are available for use by any individual or group approved by the parish.

Exceptions:

1. Items owned by Aramark including but not limited to cash registers; proprietary manuals and documents; perishable inventory used for the lunch program or catering events; small wares (utensils) and other equipment owned by Aramark and secured in their pantry or office.
2. Items rented from or loaned by an outside supplier such as refrigerator/freezer units; beer kegs; milk and bread delivery containers, and others.
3. Items purchased and used by specific organizations such as Home School Association, Parish Life, Knights of Columbus, Athletic Association and others for their individual events. These items must be marked by those organizations in a simple but clear manner (such as “HSA”, “PL”, “KC”, and “AA”) that makes them immediately recognizable as not for use by any other individual or organization.

The parish must be notified in advance of any equipment or supplies ordered by any individual or organization in order to ensure there is sufficient storage space for the ordered items. The parish reserves the right to limit order sizes and to refuse acceptance of any items at any time where advance notice has not been provided to and approval obtained from the parish.

No equipment may be added to, removed from, or modified in any way by any individual or organization without the express written permission of the parish’s Facilities Manager.

### **Maintenance:**

Repair and replacement of equipment is a responsibility shared between the parish and those who use the equipment.

The parish will be responsible for the maintenance and repair of all kitchen equipment owned by the parish, including but not limited to, sinks, exhaust fans, stoves, ovens, refrigeration/freezer units, other durable equipment and grease traps where normal wear and tear make such maintenance and repair necessary.

Organizations and individuals who use the kitchen will be responsible for the cost of repairs and replacement of equipment where misuse, negligence, failure to observe safety rules, failure to follow operating instructions or other reasons attributable to the user necessitate such repairs or replacement.

While the parish will make every reasonable attempt to identify and address repair needs, it is the responsibility of any person using the kitchen to promptly notify the parish’s Facilities Manager

of any item that needs cleaning or repair or that may represent a safety hazard to those using that item.

### **Cleaning:**

Cleaning the kitchen after each use is the responsibility of the individual or organization that uses the kitchen.

Cleaning is to be done following the directions on the *Kitchen/Bar Checklist* (“KBC”). All utensils and equipment are to be cleaned and returned to their respective storage areas; ovens are to be checked to ensure all food has been removed; all trash is to be taken out to the dumpsters; the floor is to be swept and, when necessary, wet mopped; etc. Copies of the KBC will be made available by the parish and posted on the reach-in refrigerator. The KBC is to be completed by the responsible organization at the end of each use or event and returned to the parish office. If the office is closed, the KBC must be placed in the mail slot on the office door.

Regardless of the condition of the kitchen at the beginning of any use or event, the individual or organization that uses the kitchen is responsible for cleaning the kitchen at the end of their event and submitting the KBC as required.

### **Building Modifications:**

No modifications by any individual, organization or group to any part of the kitchen are permitted without advance notification to, and written permission from, the pastor; Parish Building Committee; Finance Council; Parish Administrator; and, Facilities Manager. This includes, but is not limited to, removal or modification of equipment; reassignment or repurposing of spaces; or any other changes not specifically identified herein.