Kitchen Use Policy

POLICY: Kitchen Use			
POLICY NUMBER:	420.04.01	**CUSTODIAN:**	Special Projects Director
APV'D DATE:	4/14/2020		
EFFECTIVE DATE:	4/14/2020	**REVIEW DATE:**	4/20
REFERENCES: Facility Usage Policy, Facility Use Request Form/Internal & External, Facilities Policy, Access During Normal Operating Hours Policy			

Part 1. Policy Background and Purpose.

White Earth Tribal and Community College (WETCC) is proud to operate a well-equipped kitchen. This policy is established for the use of the kitchen, reflect guidelines for food health and safety. This policy may also ensure the longevity of our kitchen through proper care and maintenance.

Part 2. Definitions.

Kitchen: A room and area where food is prepared and cooked.

ServSafe: Food and beverage safety training and certificate program administered by the Indian Health Service.

Catering: To provide food and drink, typically at social events and/or in a professional capacity.

Part 3. Responsibility.

The Dean of Student Services has oversight of the WETCC Food Service program and kitchen use.

The Food Services Coordinator will create a daily menu, order necessary items and prepare meals. The Coordinator will also supervise use of kitchen during regular hours, supervise student workers and maintain the kitchen to meet or exceed health inspection standards.

Part 4. Policy
Subpart A.
Use of the Kitchen and equipment is restricted to the following:

- WETCC Food Services staff, their supervisors, and assigned student workers
- WETCC Receptionist or designee for purposes of coffee and student breakfast preparations
- Outside individuals or groups with a signed Facilities Use Contract for a specific time and event (An assigned WETCC staff member must also be present to

ensure terms of the contract are upheld.)
- WETCC Facilities staff, maintenance, and security for maintenance, work orders, safety or garbage removal.

The use of WETCC kitchen facilities require a WETCC staff member present during the time the kitchen is being used for an event. The staff member is responsible to ensure the food items of WETCC are not used by an event and the kitchen remains in a clean and orderly fashion. ServSafe Certification may be required for individuals using the kitchen area.

Subpart B.
Outside groups will be allowed to reserve the kitchen for use outside the normal building hours. Groups using the kitchen facilities are responsible for cleaning up after their event and emptying the garbage into the outside dumpster.

Subpart C.
All requests for use must meet guidelines, see Facility Usage Policy and Facility Use Request Form. A catering fee will be assessed to groups and events who have requested the WETCC Food Services Coordinator prepare the meal for the event. Fee amounts will be determined prior to the event and will include predetermined catering fee, hourly rate of the WETCC staff required to prepare catered menu and the cost of all necessary menu items for the event.

Subpart D. Liability
WETCC is not responsible for accidents or losses while using WETCC facilities.

The Representative and their organization or group agrees to hold harmless WETCC Council of Trustees, WETCC, and WETCC officers, employees, and agents from all liability loss, damages, costs, or expenses that may be sustained, incurred, or required arising from the actions of the organization or group using WETCC facilities.

Subpart F. Endorsement
The use of WETCC facilities is not an indicator that WETCC endorses any group, community event or meeting.