

EVENT _____	EVENT DATE _____
CONTACT PERSON _____	CELL _____
INSTRUCTIONS FOR SUPPLIES BEING DELIVERED _____	

CENTRAL CATHOLIC SCHOOL
 1200 RUBY AVENUE
 GRAND ISLAND
 308-384-2440



REQUEST FOR USE OF KITCHEN/CAFETERIA

SUBMIT AT LEAST 1 WEEK PRIOR TO DATE NEEDED

Organization: _____ Date Needed: _____

- Depending on the school's needs, refrigeration space may not be available. If your organization needs refrigerator space, give a brief description of the amount of food you will need to store. The kitchen staff will determine if space is available at that time. Also, **bring your own prep supplies such as gloves, seasonings, pan spray, left-over storage containers, etc**

- Central Catholic School must comply with the state and local health department regulations. Any group that uses the kitchen/cafeteria is expected to clean these areas after use. **Cleaning requires** that floors be swept & mopped, and countertops sanitized, particularly if raw meat has come in contact with the counter. Trash cans in the kitchen and cafeteria must be emptied into the dumpster outside. Meeting these guidelines will assist the school in providing a safe and healthy environment for students served in the lunch program. Attached is a checklist of items that will be monitored for cleanliness. If the kitchen or cafeteria are left in unsatisfactory conditions, the organization will be billed for the additional cleaning services. Each item has a \$10 fee. A damage deposit of \$250 may be required. This will be determined on a case-by-case basis. NOTE: Countertops can be sanitized by using cleaning products which are provided, and can be found in the janitor's closet. Mops and buckets are also in the janitorial closet.

 Signature, Organization Representative

 Date

 Signature, GICC Representative

 Date

*** Please make a copy of this form for the kitchen ***



GICC Kitchen/Cafeteria Cleaning Checklist

Below are the tasks that must be completed following the use of the kitchen and cafeteria. Any of these duties that are left undone will be charged to the organization using the facilities. The fee is \$10 per task. Missing or broken equipment or supplies used will be charged according to the replacement costs.

- Clean All Surfaces** – countertops, prep tables, stovetop, backsplash, steam table, warmer/proofer, sinks (dry sinks after cleaning), freezer and refrigerator doors
- Return Cleaning Cloths** – do not leave cleaning cloths on the sinks to dry – return them to the closet
- Hobart Dishwasher and Dish Run** – drain dishwater, empty debris from debris basket, wipe the dish run clean and dry, all dish trays need to be returned underneath the run
- Utensils, Pots, Pans** – clean and put away
NOTE: If you do not know where they belong, please put paper towels on the counter and place the clean items on the paper towels; kitchen staff will put away
- Boxes** – all boxes need to be broken flat and taken to the cardboard dumpster
- Trash** – all trash cans need to be emptied and re-lined with clean garbage bags – all trash is to be taken to the dumpster
- Floors** – sweep and mop the floors (including under the prep tables)
- Drink Servers** – clean and drain the drink servers – be sure to run hot water through the taps, especially if sugary drinks are served; stack drink servers in the back storage area – do not leave them sitting in the sinks or on the countertops