

# CHAGRIN FALLS

## EXEMPTED VILLAGE SCHOOLS

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## GUIDELINES FOR COMMUNITY USE OF DISTRICT KITCHENS

We are glad to have the opportunity to share our commercial kitchen spaces with our community partners. We appreciate your cooperation with these guidelines so that we can maintain a healthy and safe environment for our students.

This resource is a practical guide that reflects the CFEVS Board Policies related to the community use of school premises, [KG-R-3 Facility Rental Procedures - Non-Auditorium Spaces](#) and [KG-R-1 Community Use of Schools Premises - Equal Access](#).

### **KITCHEN EQUIPMENT**

- **There must be a Food Service employee present in the kitchen if a community organization plans to use any piece of kitchen equipment for an event.** The organization's representative should check the box in the [Facility Use Request Application](#) stating that they will need a Food Service employee at their event. After submitting the request to the Facilities department, the representative will be contacted by the Food Service Director to make arrangements.
  - Kitchen equipment includes, but is not limited to:
    - Ovens, stoves, steamers, warming ovens, kettles
    - Dishwashers
    - Pots, pans, kitchen utensils, cutting boards
    - Coffee makers, Vitamixes
    - Stand mixers
    - Steams wells on serving lines
    - Cash registers
    - Ice cream and beverage coolers



- There does not need to be a Food Service employee present in the kitchen under the following conditions:
  - The organization is using the three-compartment sink to wash their own items.
  - The organization is bringing in prepared food and will not be using a warming oven or convection oven to keep food warm.
  - The organization has previously arranged for use of the kitchen cooler or freezer for the specific event.
  
- Refrain from moving, unplugging or disconnecting any kitchen equipment, including cash registers, ice cream coolers and beverage coolers. Please contact the Food Service Director if the organization's event requires that any kitchen equipment be moved or disconnected. A small fee may be required to disconnect and reconnect cash register equipment.
  
- Do not wash food or discard food or beverages in sinks designated for handwashing.
  
- Two non-electric rolling beverage coolers are available for community use. Please notify the Food Service Director of the organization's need to use these coolers *at least one week prior to the event*. Empty remaining water bottles and drain the coolers after use.

## **CLEANING**

- General
  - If the organization's event does not require the presence of a Food Service employee, the kitchen floors, counters and sinks should be left looking as they did prior to the event.
  - Pre-mixed spray bottles of cleaning and sanitizing solutions and disposable towels can be found in each kitchen.
  - Used disposable towels should be discarded in the trash.
  
- Sinks and Counters
  - Wipe up food and debris using a clean disposable towel.
  - Spray the GREEN solution to clean the surface. Wipe the surface with a clean disposable towel.
  - When the surface is clean, spray it with the CLEAR sanitizing solution.
  - Let the sanitizing solution air dry. DO NOT use a towel to wipe it up.
  - Do not leave any food or other item on the counter that was not there prior to the start of the community organization's event.

## FOOD STORAGE

- There is a community storage area in the Chagrin Falls Intermediate School kitchen.
  - The community storage area includes:
    - Racks for dry storage
    - One commercial side-by-side freezer/refrigerator
    - Ice Machine
- When space is available, arrangements can be made for community organizations to store food, beverages and supplies in District coolers, freezers and dry storage spaces.
  - Food, beverages and supplies cannot be stored in District spaces for more than one day prior to an event.
  - It cannot be guaranteed that there will be space available for every event. Organizations should have backup storage options should that be the case at the time of their events.
- Follow these guidelines when storing food, beverages and supplies in District and community storage spaces:
  - Label all items with a contact name, contact number, the name of the event and the date of event.
  - Leftover food and supplies must be removed from District coolers, freezers and dry storage spaces on the day of the event. Anything left will be discarded the following morning or on Monday morning following a weekend event.
  - Leftover food and supplies must be removed from the community storage area within 24 hours of the event. Fully cover leftovers with lids, foil or plastic wrap. Label all food and other items, such as pans and serving utensils, left at the end of the event with a contact name, contact number, the name of the event and the date of the event. Anything left 24 hours after the end of the event will be discarded.
  - District and community storage spaces should be left as they were found.
  - The District will not use anything left over from a community event for school lunches. This includes things like mayonnaise, salad dressings, ice cream, baked goods, chips and fruit. Please remove ALL items from storage areas after your event.
  - Clean up any spill in freezers, coolers or dry storage spaces immediately.
- Contact the Food Service Director to inquire about available storage space and to make arrangements for accessing the District's freezers, coolers and dry storage spaces and the community storage space. These spaces are locked outside of school hours and school kitchens are not accessible to the public during lunch serving times.

## ALCOHOLIC BEVERAGES

- Refer to the District's policies regarding the use of alcoholic beverages on school grounds, [KG-R-3 Facility Rental Procedures - Non-Auditorium Spaces](#) and [KG-R-1 Community Use of Schools Premises - Equal Access](#).

**Contact Information**

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