

Kitchen Rental/Use Addendum
Butte School District #1

Due to the changes in the Federal and State Health Department guidelines the following procedures have been implemented for use of or renting of the Butte School District #1 kitchens.

All groups who wish to rent or use the Butte School District #1 kitchens must follow the Montana Health Department safe food handling procedures which include but are not limited to the following:

- Cooking all foods to the correct temperatures and times.
- Correct procedure for cooling foods.
- Correct food handling procedures for cold items.
- The use of hair restraint, hand washing, and gloves.
- Correct food storage procedures.
- Have a certified food handler or SERVSAFE person on premise while food is being prepared.
- Correct procedure for cleaning and sanitizing of equipment.

The USDA guidelines require the use of the HACCP (Hazard Analysis Critical Control Points) process to help insure food safety. This process includes but is not limited to the following:

- Recording of the cooking temperatures of hot entrees. See the attached form
- Recording cooling temperatures and times. See the attached form.
- Following the attached Standard Operating Procedures (SOP)

If your group does not have a certified food handler or SERVSAFE certified person the school district will provide one at the cost of employees labor hours over the \$75.00 setup and cleaning fee. If you do have a certified food handler or SERVSAFE certified person we will need a copy of their certification. Even if you provide your own SERVSAFE certified person there will be a minimum \$75.00 setup and clean up fee.

The first time your group uses the kitchen the school district will provide a member of the Butte School Nutrition Service staff to train your key personnel on the use of equipment and the safe food handling procedures either on or before the first day you use the kitchen.

Thank you,

Mark S. Harrison
Director Central Services
Butte School District #1