



Title:  
**Kitchen Use Guidelines**  
**Poudre School District**

Guideline No.:	<b>CN-1100</b>
Effective Date:	<b>08/01/2024</b>
Supersedes No.:	<b>06/01/2022</b>
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### Introduction

These guidelines are in support of district policy [KF- Use of District Facilities](#) and Colorado Retail Food Establishment Rules and Regulations 2-3.

### Colorado's State Health Department Regulations

Colorado Retail Food Establishment Rules and Regulations

#### 2-3 AUTHORIZED PERSONNEL

Only persons necessary to the operation and maintenance of the retail food establishment shall be allowed in food preparation, food storage, food equipment storage, and ware washing areas.

### District Guidelines

Access and use of the kitchen equipment outside of Child Nutrition operations must be by the Customer Support Center and Child Nutrition Department through the [Facility Rental](#) process.

- No access or use of kitchen equipment and facilities will be allowed during Child Nutrition and/or school operations.
- No storing of non-National School Lunch Program or School Breakfast Program food or equipment is permissible at this time.
- Kitchen and Child Nutrition equipment cannot be used for any use other than food and food grade approved use. No science projects, craft projects, or other non-food use is allowed.
- Only district Child Nutrition staff and Child Nutrition authorized student workers shall be permitted behind serving areas during food service operation times.
- Kitchens may be used in compliance with District food service guidelines, Poudre School District policies and Larimer County Health Department requirements, subject to approval by the director of Child Nutrition or designee and supervision by a qualified Child Nutrition employee.
- To ensure proper building coverage, scheduling and coordinating kitchen and equipment use outside of Child Nutrition operation requires pre-approval, coordination, and scheduling through the District's Customer Support Center (#970-490-3333).
- In accordance with district policy KF and associated administrative guidelines, a qualified Child Nutrition employee must be present at the event; facility users shall be responsible for all personnel fees as indicated on the [Facility Use Fee Schedule](#).

### Guideline Maintenance

The Chief Operations Officer and the Director of Child Nutrition, or their designees, shall maintain these guidelines.

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