



Title:
Kitchen Use Guidelines
Child Nutrition

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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 warewashing areas.

District Guidelines

Access and use of the kitchen equipment outside of Child Nutrition operations must be preapproved in writing by the Customer Support Center and Child Nutrition.

- No access or use of kitchen equipment and facilities will be allowed during Child Nutrition operations.
- 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 executive director of operations, director of child nutrition, or designee, shall maintain these guidelines.
