

HUHS KITCHEN USE GUIDELINES

The safety and integrity of meals produced by HUHS is of utmost importance. For this reason, guidelines are required for the use of school kitchens outside of regular production hours. The hiring of a Foodservice Employee may be required based on the type of event. The building custodial staff does not clean the kitchen. The kitchen needs to be returned to the state it was found. Charges for not cleaning and/or missing or damaged items may be assessed.

Use of Cooking Equipment & Storage

Ovens, dishwasher, or steamer can be used if a HUHS Foodservice Employee is hired for the event. The Event Coordinator should contact the Foodservice Office at (262) 670-3315.

Access to walk-in coolers, walk-in freezers, or food storage areas is not permitted without prior authorization. Milk coolers are available for your refrigeration needs during weekend events.

Supply Requisition

Users must provide all of their own food and supplies including disposable gloves, plastic wrap, towels, utensils, pans and pots, containers, and coffee makers. Food and supplies can be purchased through the Foodservice Department by calling (262) 670-3315.

If you need to use HUHS Foodservice property (towels, utensils, coffee maker, etc...), a rental/cleaning fee will be assessed. This fee will be waived if a Foodservice Employee is hired.

General Food Safety & Sanitation Tips

- Young children should not be in the kitchen
- Thoroughly wash hands before preparing or serving food
- A hat should be worn by all individuals working with and serving food
- Sanitize counters before putting food on them
- Hot foods need to be cooked to designated temperature and held above 135°
- Cold foods need to be held below 41°
- Cooked/prepared foods cannot be touched with bare hands (glove or utensil must be used)
- Prepared foods to be sold to the public must be made at a licensed kitchen facility, not at home (pasta salads, casseroles, prepared sandwiches, taco meat, etc...)
- Do not set anything on the range top that you are not heating. Pilot lights are very hot and will start fires.
- Exhaust hood must be on when using range top and/or ovens

Cleaning Check List

- Clean all counters with Quat Sanitizer in spray bottles
- Clean all cafeteria tables with Quat Sanitizer in spray bottles
- Clean out sinks and dry with towel when finished
- Wash any pans or utensils used and leave them on the counter. Do NOT put away any items used as they need to be sanitized by Foodservice Staff the following morning
- Make sure all equipment and hot wells are turned off
- Sweep floors and cleanup any spills
- Make sure windows are closed
- Turn off exhaust hood
- If used, double check that walk-in cooler and/or freezer doors are closed all the way with lights off

Thank you for helping us ensure we are able to produce safe meals each day and we hope you have a successful event.

Monica Glorioso, Supervisor of Foodservices

MAP OF HUHS KITCHENS AND SURROUNDING AREAS

Areas in grey are a part of the HUHS Cafés and Kitchens.

