

EVENT \_\_\_\_\_ EVENT DATE \_\_\_\_\_

CONTACT PERSON \_\_\_\_\_ CONTACT CELL \_\_\_\_\_

INSTRUCTIONS FOR SUPPLIES BEING DELIVERED \_\_\_\_\_

CENTRAL CATHOLIC SCHOOL  
Grand Island, NE 68803

REQUEST FOR USE OF KITCHEN/CAFETERIA

(SUBMIT AT LEAST 1 WEEK PRIOR TO DATE NEEDED)

Organization: \_\_\_\_\_

Date Needed: \_\_\_\_\_

1. Depending upon the kitchen's need, refrigeration space may not be available. If space is needed, give brief description of the amount of food you will need to store. The kitchen staff will determine if space is available at that time. Also, **bring your own prep supplies such as gloves, seasonings, pan spray, etc. and left over storage containers.**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

2. Central Catholic Schools must comply with the state and local health department regulations. Any group that uses the kitchen/cafeteria is expected to clean these areas after use. **Cleaning requires** that floors are swept, mopped and counter tops sanitized, particularly if raw meat has come in contact with the counter. Trash cans in the kitchen and cafeteria must be emptied into the dumpster outside. Meeting these guidelines will assist the school in providing a safe and healthy environment for students served in the lunch program. Attached is a check-list of items that will be monitored for cleanliness. If the kitchen or cafeteria is left in unsatisfactory conditions, the organization will be billed for the additional cleaning services. Each item has a \$10 fee. A damage deposit of \$250 may be required. This will be determined on a case-by-case basis.

NOTE: Counter tops can be sanitized by using cleaning products which are provided and can be found in the janitor's closet. Mops and buckets are also in the janitorial closet.

\_\_\_\_\_  
Signature, Organization Representative

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature, GICC Superintendent/Representative

Date: \_\_\_\_\_

# GICC Kitchen/Cafeteria Cleaning List

Below are the following items that must be done following the use of the cafeteria and kitchen. Any of these duties that are left undone will be charged to the organization using the facilities. The fee is \$10 per line. Missing or broken equipment or supplies used will be charged according to replacement costs.

- Clean surfaces – prep tables, counter tops, stove top/back splash, sinks (dry sinks after cleaning), freezer and refrigerator doors, steam table, warmer/proofer
- Cleaning cloths returned to closet after use – do not leave them on the sinks to dry.
- Hobart Dishwasher and dish run – dishwasher drained and debris basket emptied, dish run cleaned and wiped dry. All dish trays returned underneath the run.
- Utensils, pots and pans, etc. – cleaned and put away.  
***NOTE: IF you do not know where they go, please put paper towels on the counter and place items on the paper towels; kitchen staff will put away.***
- All boxes broken flat and taken to the cardboard dumpster
- All trash cans emptied and relined with clean garbage bags. Trash is to be taken to the dumpster.
- Sweep and mop the floors – don't forget to sweep UNDER the prep tables.
- Drink coolers – ***cleaned and dried***. Be sure to run hot water through the taps, especially if sugary drinks are served. Stack in back storage area. Please do not leave them out on the sinks or counters.