

Brown County Culinary Kitchen

KITCHEN RULES

- Only authorized food processors are allowed in the processing kitchen. The maximum number will be determined and approved by the Brown County Culinary Kitchen staff.
- No one under the age of sixteen is allowed in the facility.
- Anyone 16 or 17 years of age must be under the supervision of an adult at all times.
- Daily rental fee along with all report forms will be completed and placed in the designated location at the end of each day.
- Clean and sanitize all food contact surfaces prior to starting work and after work. Sanitizing solution will be prepared according to the pre-established formula.
- Plastic or Rubber Gloves are to be worn at all times when handling ready-to-eat food.
- Hairnet or other pre-approve head covering must be worn at all times.
- Clean clothes & apron to be worn at all times. Apron to be removed before leaving the processing area.
- No open-toed shoes will be allowed.
- All food in storage must be labeled with owners name, product, and date.
- Keep all detergents and chemicals out of food production area.
- Wipe up spills right away.
- Clean used equipment by following cleaning instructions.
- Floors should be swept and cleaned before leaving.
- If cooler and freezer temperatures have not been recorded for the day, please record temperatures and time on charts.
- Before leaving, turn off all equipment, turn out lights, and lock doors.
- Only unopened packages and containers of food are to be brought into the kitchen..
- Individuals who are sick or exhibit symptoms of illness are not allowed in the kitchen.
- All items requiring laundering must be removed at the end of each processing day.
- All injuries must be reported to staff and a report form submitted to BCKK staff.
- Only authorized, pre-approved processing activities may be conducted.
- **DOORS TO THE KITCHEN MUST BE KEPT CLOSED AT ALL TIMES.**

Signature: Kitchen User

Date

Signature: BCKK Representative

Date