

Use of School Kitchens



In conjunction with a Use of Building Form, if food is being served one of the following options must be followed.

Option # 1 → Use of School Kitchen

Great Valley School District Food Service will provide an employee who must be present to insure the proper use of equipment etc. When a food service employee is needed there is a per hour cost (minimum of two hours) and the school district license to serve the public will be used. This also provides for a certified food handler when necessary.

Food must be prepared in the school kitchen with the certified food handler present. Food costs may be obtained from Nicole Melia at 610-889-2125 x 51979.

All volunteer parents working in the kitchen

- Must wear rubber soled, closed toe shoes.
- NO sandals, high heels, or flip flops
- NO sleeveless shirts when working in the kitchen
- All Hair must be worn up and secured

NO children are allowed in the kitchen.

Volunteers are NOT allowed in the kitchen unless a foodservice or custodial staff member accompanies them.

Food Service equipment can only be used if a food service employee is contracted.

If you are having food donated it must be delivered by an **approved vendor** to the school kitchen between 7:00 a.m. and 2:00 p.m., with acceptable product certification obtained from the Food Service Supervisor. To obtain approval, the vendor must carry a \$1,000,000 liability insurance, have a current license to serve the public and a copy of their last health inspection. Approval needs to occur one week prior to the function. A list of already approved vendors may be obtained from the food service department.

Option # 2 → Organization chooses not to use kitchen or food service staff

Organizations may choose not to utilize a Great Valley School District school kitchen and serve food in the cafeteria instead. In that case, the organization must obtain a Temporary Event License through the Chester County Health Department. The Temporary Event License requires the organization to have a certified food handler on site during the event. GVSD certified food handlers are also available at a per hour rate if the organization does not have one readily available.

In addition, the organization must also obtain a \$1,000,000 liability insurance policy with the Great Valley School District as the additional insured. This can be the same policy obtained for the Use of Building Form. A Temporary Event License must be obtained from the Chester County Dept of Health and presented to the food service department at least one week prior to the event.

Food being prepared must be done with the certified food handler present. If the organization chooses to use the equipment in the kitchen a GVSD certified food handler must be present and prior approval is needed by the Food Service Supervisor.

If the organization has not made arrangements for the kitchen, food prep must occur in cafeteria. Food prepped at home (with the exception of baked goods) are not allowed to be sold to the public.

If the organization chooses to use an outside vendor, they are responsible to ensure the vendor is properly licensed through the local health department and is properly insured. The organization is liable for any food safety violations that may arise.

- Please note - According to district procedures, no food fundraisers are allowed during school hours.