

Food Service Facility Use

Facility Use in Food Service Areas:

When bringing in an outside caterer-

The volunteer organization must provide a Serv-Safe Certificate or License to operate a Food Service Facility from the outside catering organization. Please send license or certificate to the Food Service Department upon request for use of facility.

When requesting to use kitchen area-

An Upper Moreland Food Service employee must be present at all times while other volunteers are using the kitchen. The minimum amount of time to request a food service employee is two hours and the labor costs will be charged to the volunteer organization.

The food service staff member will act in a supervisory capacity and will not have access to locked food areas. The volunteer organization cannot request the use of any school meal program foods or supplies. The organization using the facilities must provide their own staff needs for serving, prep and clean-up. They are also responsible for their own hair coverings (hair nets/baseball caps), gloves, buckets, clean clothing and soap. A minimum of 4-6 adults is suggested for a small event. Students are not permitted in the kitchen area to assist in the event.

Please request food service facility use in writing at least six weeks in advance to allow for proper staffing and facility needs.

School cooler use-

- High School: Food must arrive at UMHS at 1:00PM and be removed by 6:00AM the following day or by 6:00AM after a weekend event.
- Middle School: Food must arrive at UMMS at 1:30PM and be removed by 6:00AM the following day or by 6:00AM after a weekend event.
- Elementary Center: Food must arrive at UM Elementary Center at 2:00 PM and be removed by 6:30AM the following day or by 6:30AM after a weekend event.

Please request use of school coolers in writing at least two weeks in advance.

Portable warmer or small food service equipment use at school-

- The portable warming equipment cannot leave the food services area at any time.
- All small foodservice kitchen equipment will be inspected for damage, misuse and theft following use.
- All groups will be held responsible for the repayment of damaged/lost items.

Please request use of warmers or small equipment in writing at least two weeks in advance. Food Service reserves the right to deny any requests based on menu, requested equipment and pending departmental needs.

Loss of privilege will result if the following situations occur-

- Inadequate clean-up, damage, misuse or failure to return equipment.
- Improper safety and care during service and preparation.
- Failure to pay invoice for prior facility event or for damages within 30 days.
- Permitting students of any age in the preparation areas.
- Refusal to act in a reasonable manner.

Please direct all Food Service facility requests and questions to Melissa Harding, Food Service Director, at 215-830-1522 or via e-mail mharding@umtsd.org.