

FOOD SERVICE FACILITY USE

FACILITY USE IN FOOD SERVICE AREAS

An Upper Moreland Township certified food handler from the food service staff that is certified by Montgomery County, is required to be present at all times during the course of any event using any food service area. The minimum "call in time" for a staff member is four hours, and all staff will be paid at a rate per their agreement. All requests for kitchen and equipment use must be in writing to the Director of Food Services at least six weeks in advance, to allow for staffing needs.

The volunteer organization must provide staff for restraints serving, prep, and clean-up. They also must provide their own hair, serving gloves, buckets, cleaning clothes, and mild soap. The intended volunteer organization will be shown how to wash their hands, restrain their hair, and the proper use of gloves.

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 intended volunteer organization must act in a reasonable manner; a minimum of 4-6 adults must be present for a small event. The food services staff will work with the volunteer organization in planning of staffing needs, if requested.

SCHOOL COOLER USE

All requests for placing cold food in the pass-thru must be in writing to the Director of Food Services two weeks in advance.

1. Foods must arrive at UMHS at 1:00 PM, and be removed by 6:00 AM the following day, or by 6:00 AM after a weekend event.
2. Foods must arrive at UMMS 1:30 PM., and be removed by 6:00 AM the following day or by 6:00 AM after a weekend event.
3. Foods must arrive at UM Elementary Center 2:00 PM, and be removed by 6:30 AM the following day, or by 6:30 AM after a weekend event.

PORTABLE WARMER OR SMALL FOOD SERVICE EQUIPMENT USE AT SCHOOL

1. The portable warming equipment cannot leave the foodservices area.
2. All small foodservice kitchen equipment will be inspected for damage, misuse, and theft following use.
3. All groups will be held responsible for the repayment of damaged/lost items.
4. All requests for warmer or small equipment use must be in writing to the Director of Food services four weeks in advance of an event.
5. The final decision regarding a request will be made based on the menu, but could be revoked pending departmental needs.

LOSS OF PRIVILEGE WILL RESULT IF THE FOLLOWING SITUATIONS OCCUR

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

Direct all Food Service questions to Melissa Froehlich at 215-830-1522 or via e-mail mfroehlich@umtsd.org.