

## **Catering Kitchen Use Policy**

Clubs, Caterers & Interest Groups

- 1. **Certification**: A valid certified food handler's card holder MUST be present during the course of food preparation and clean up. All King County food handler procedures must be followed to ensure that all foods are being prepared in a safe and healthy manner. A photocopy of the Food Handler Card must be submitted along with this form.
- 2. **Sanitizer**: A sanitizer pail with a solution of Quat sanitizer and HOT water must be prepared BEFORE any food preparation is started. Sanitizer pails are located *under the prep sink* and Quat tablets are located *in the chemical cabinet under the CLEAN side drain board of the dishwasher.* One (1) tablet per pail filled with HOT water. ALL food prep surfaces tables, prep sinks, cutting boards, etc. MUST be wiped down and sanitary BEFORE food preparation begins.

## 3. Sink Use:

- A. Prep Sink to be used for FOOD PREPARATION ONLY. Do not wash hands, pour out coffee, dump water pitchers, wash dishes, soak silverware, etc.
- B. Hand Sink to be used for HAND WASHING ONLY. Do not prepare food, pour out coffee, dump water pitchers, wash dishes, soak silverware, etc.
- C. Utility Sink (By the Coffee Maker) is to be used for BEVERAGE DISPOSAL ONLY. Do not wash hands, wash dishes, soak silverware, etc.
- 4. **Cooler/Freezer**: Members & Caterers are NOT allowed to store foods in the refrigerator or freezers. This is compliant with King County health code and this space is exclusively for the Pines Bistro and Cascade Club Catering.
- 5. **Cooking Equipment**: Cooking equipment (gas range, fryer, char-broiler, induction burners, etc.) may NOT be used by Members or Caterers. Use of the two (2) Alto-Sham food warmers and the 2 Convection Ovens are allowed. If you plan to use them, please see Executive Chef regarding their use.
- 6. **Small Wares**: Chaffing dishes, service trays, sheet pans, knives, spoons, pots, sauté pans, etc. are NOT to be used by Members & Caterers without a previous arrangement.

- 7. **Disposable Wares**: Please do not use disposable wares (plates, napkins, coffee cups, plastic cups, etc.) *Members and outside caterers must provide their own disposables* unless previously arranged with Member Services or Executive Chef.
- 8. **Ice Machine**: When using ice, ONLY use the scoop hanging on the left side of the Ice Machine. Please do not use pitchers, cups, bowls, etc. and ESPECIALLY: NO GLASS!!
- 9. **Clean Up**: Please make sure that ALL surfaces (sinks, counters, etc.) are wiped down and clean before leaving. All dishes, if any, must be washed and put away as well as any water pitchers. Please see Executive Chef if you are going to need to use the dishwasher for proper instructions as to its use.
- 10. **Scheduling**: Kitchen use by Members and outside Caterers is to be scheduled with the Executive Chef to ensure there are no conflicts with other events and that all the above policies are acknowledged.
- 11. **Refundable Deposit (Outside Caterers Only)**: Outside Caterers will be required to make a \$100.00 REFUNDABLE deposit prior to the use of the kitchen. Refundable amount will be based on the condition in which the kitchen is left at the conclusion of the event and all equipment and small wares are accounted for.

Please make the refundable deposit in the form of a check made out to "Trilogy RCA".

| Deposit Required:    | YES    | / | NO | AMT Paid: \$ |
|----------------------|--------|---|----|--------------|
| Club/Caterer Name:   |        |   |    | Event Date:  |
| Member/Caterer Sig   | nature |   |    | Date:        |
| Executive Chef Signa | ture:  |   |    | Date:        |

The kitchen cannot be reserved for your event without the understanding of the policies, completion of this form, copy of Food Handler's Card and deposit check.