

GUIDELINES FOR USE OF DINING SERVICE KITCHEN'S BY STUDENT GROUPS

OBJECTIVE

To provide a setting for student groups to prepare culturally authentic meals for campus and/or Community special celebrations in an environment that is safe for them and their guests, and is cost effective for the group and the Memorial Union.

PLANNING and FOOD AND SUPPLY PURCHASES

- A minimum of 4 weeks advance planning time is required for any use of the kitchen by student groups. We suggest a 6-8 week planning window for best results.
- Dining Services suggests an advisor be present at the initial planning meeting and available for Additional consultation as planning continues.
- Dining Services would like the group to identify a team leader who will be the contact person for the event and will be able to make decisions regarding the event.
- University personnel shall not handle or store food which was not purchased, transported, received, and stored by a properly licensed food service department of the University.
- Dining Service staff will work review the recipes, ingredients, and order quantity based on the work sheets provided for the number of people being served before purchases are made, help in suggesting production methods, and coordinate use of equipment. The actual cost of ingredients will be part of your final Dining Service bill.
- Work can be done up to 4 days prior to the event.
- On prep-days, (not the event day) the kitchen will be available form 2 pm to 6 pm, all work MUST be complete and things cleaned up by 6pm. NO exceptions will be made to the end time.
- Work can be done on the event day all day up to the time of the event.
- It may be necessary to test recipes in advance of the event, in order to adapt to equipment available and to ensure that quantification and spicing is correct. You may work with the Dining Service staff to arrange for recipe testing, and only the cost of ingredients will be included in your final bill for taste testing.

STAFFING, PRODUCTION, AND CLEAN-UP

- The Dining Service staff needs to make an initial assessment as to whether or not the group has the ability to organize and perform the production needed for the event. The group must provide a list with names and signatures of the volunteers willing to work for the event before the Dining Service staff can or will determine if the group is capable and allowed to use dining services kitchens. In a case that a group is not able to get enough volunteers, Dining Services may be able to cater the meal with students acting as advisors and helping with taste testing.
 - All student groups must schedule a training session with a Dining Service supervisor or the Executive Chef to be attended by all the students listed as volunteer works to go over safe food handling, personal safety, and clean up procedures before being allowed to use any kitchen.
 - All student groups approved to use a dining service kitchen must provide a production schedule of which items will be prepared on specific days and who will be preparing the food. This schedule will be reviewed before the group will be allowed to use the kitchen facilities.
 - All student groups using the kitchen are responsible for cleaning the kitchen and equipment used immediately after prep work and/or cooking, leaving and returning at a later time in the day or evening is not acceptable and would result in the loss of kitchen use for the group for two academic years.
 - All students who will be helping in the kitchen or with banquet set-up, service, or clean-up will need to fill out a liability release form, fill out a health department health form, and review written food safety guidelines.
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- If food is prepared in the Memorial Union for service outside of the building, an AFSCME employee will be scheduled to go with the food to ensure proper hot and cold holding and serving temperatures and safe food handling practices during service.

REGARDING DINING ROOM SERVICE

- Dining Services will need to understand the scope of service desired, and to what extent volunteers from the student group will be available for banquet room set-up, buffet service, and for banquet room clean-up and dishes.
- The student group must provide a list of names of the volunteers with signatures before the event will be allowed to go forward.
- For service that cannot be accomplished using volunteers or if the number of volunteers is insufficient, Dining Services will schedule paid student staff to work the event. The cost for the staff will be added to the group's final bill.
- Food left over from any function will remain the property of the Dining Services and cannot be removed from the premises for safety reasons.

COST

The price quoted for use of the Dining Service Kitchens will include:

- The estimated food and supply cost from the agreed upon ingredient/grocery list. We will purchase through approved sources and will seek the best price for the quantities needed.
 - Any ingredient cost associated with taste testing..
 - The estimated cost of student employee labor for any banquet room set-up, buffet service, and for banquet room clean-up and dishes that is not planned to be done by the group.
 - The estimated cost of banquet service supplies (disposable service if needed, napkins, butter, salt and pepper, linens, etc.)
 - A percentage mark-up to cover administration and overhead costs, not to exceed 30% mark-up.
- To keep the price as low as possible, the Memorial Union can suggest adjustments to the style of service that can keep student labor charges low. Also, the more the group is willing to do on their own, the less labor we will need to charge for.