

Kitchen Rules and Regulations

The areas must be kept clean, swept, and mopped in accordance with AHS guidelines, which can be found here: <https://www.albertahealthservices.ca/assets/wf/eph/wf-eh-alberta-food-safety-basics-booklet.pdf>

Dry Storage: All items must be clearly identified and labeled with the user's name. Opened food items must be stored tightly covered in labeled containers. All items must be stored off the ground. No cardboard boxes are allowed in dry storage. Plastic milk crates or covered plastic tubs are good to store utensils and other items.

Cooler Storage: All items must be clearly identified, labeled, and dated with the user's name. Food items must be stored tightly covered. Remember that you are paying for cooler storage by the shelf/rack and please keep in mind sanitation guidelines that dictate raw meats on bottom shelves.

Garbage Disposal: Please bag all garbage and place garbage bags into the garbage area. Place cardboard in the garbage area. Empty trash containers in the FACILITY into the dumpster or designated area and leave trash can(s) clean.

Operating Manual: The "operating manual" will be a binder located in the Kitchen, inside the kitchen's small office – this is where you will find user and maintenance manuals for each of items located in the kitchen. Please comply with the operating manuals.

Facility Failure: In the event of equipment failure or other facility issues that compromise production, no charge will be made for lost hours. Users **MUST** notify the facility attendant on shift, and they will notify the Community Centre Coordinator of the occurrence. Please use City Works to submit the failure request immediately. The Community Centre Coordinator will follow up and handle the situation as needed.

NO live animals other than service animals are allowed in the facility at any time.

NO smoking of any kind (including cannabis, e-cigarettes, or similar devices) inside the FACILITY. The Beaumont Community Centre is a City of Beaumont building and is a tobacco-free facility.

NO eating or drinking from open containers is allowed in the food production areas. Only drinks in covered containers are allowed in the food production areas and must be kept on lower shelves, below any food items.

Small Wares: Users will provide their own small wares, such as towels, cooking items, pans, and other special items necessary. Do not leave your personal small wares in the kitchen. Do not leave cleaning rags behind.

Kitchen Property: No equipment or other kitchen items can leave the premises.

