



South Washington County Schools
Cottage Grove, MN

721.3 KITCHEN USE

I. PURPOSE

South Washington County Schools recognizes the importance of ensuring that the food served in its school breakfast and lunch program is safe. To that end, the School Board requires all schools to adhere to the Minnesota Food Code 4626.

II. GENERAL STATEMENT OF POLICY

The School Board recognizes that failure to adhere to the Minnesota Food Code will result in citations and fines from ~~is a misdemeanor and that~~ the Washington County Health Department ~~issues citations and fines~~ for consistently disregarding the codes. The schools must:

1. License each kitchen through the Washington County Health Department.
2. Pass the health inspection conducted by the Washington County Health Department.
3. A licensed Nutrition Services Staff member must be on duty when using the kitchen and/or storage facilities.
4. Adhere to MN Statute 157.22 that states “pot luck event food shall not be brought into a licensed food establishment”. The cafeteria may be used without a licensed staff member on duty.

III. PROCEDURES FOR KITCHEN USE

1. A licensed Nutrition Services staff member must be on duty when using the kitchen and/or storage facilities. Examples include, but are not limited to:
 - A. Parent/teacher conferences
 - B. All night parties and school dances
 - C. PTO/PTA carnivals/events
 - D. Use of kitchen by the public
~~D. i.e. Boy and Girls Scouts~~
2. Exceptions
 - A. Short-term use of storage facilities-Storage facilities (coolers and freezers) may be used for no more than a five-day period if a prior agreement is made with the cook/manager or cook/manager designee and if the item(s) to be stored are brought in and removed when a cook/manager or cook/manager designee is on duty. For special concerns see the cook/manager or cook/manager designee. Managers will be required to keep a log of the special concerns.
 - B. As stated in MN Statute 157.22 it does not apply to food not prepared at an establishment and brought in by individuals attending a potluck event for the consumption at the potluck event. An organization sponsoring a potluck event under this clause may advertise the potluck event to the public through any means.

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Individuals who are not members of an organization sponsoring a potluck may attend the potluck and consume food at the event. Licensed food establishments cannot be sponsors of potluck events. Potluck event food shall not be brought into a licensed food establishment kitchen.

POLICY ADOPTED: May 24, 2007

POLICY REVIEWED: May, 2011, [February 15, 2018](#)

POLICY REVISED: June 16, 2011, [August 20, 2015](#)