

## POLICY FOR THE USE OF THE DINING HALL TEST KITCHEN

Updated: 11/20/14

### PRIMARY FUNCTION of TEST KITCHEN

- To serve as an isolated area for students with food allergies, that are on a meal plan, to be able to store perishable and nonperishable food items preventing cross contamination. These students are permitted to prepare their own special diets from items brought from home or items ordered by Dining Services.
- To be an area for guest chefs, academic instructors, food brokers and representatives to conduct classes for the benefit of Skidmore students, as well as to offer culinary enrichment for Dining Service Employees.
- Special consideration (exceptions) for student groups who are participating in preparing food, along with catered event related dinners, such as ACA, Skidmore Environmental Studies, JSU.

### RESERVATIONS AND BILLING

- 1) Reservations for the Test Kitchen should be made **through the [Online Event Management System](#)**.  
**Note: Groups reserving the test kitchen/conference room are required to have each attendee pay access to the Dining Hall (using either advanced purchased tickets, their personal meal plan swipe, or the door price) for the meal being served at their reservation time.**
- 2) Once your reservation is confirmed – **you must contact Dining Services** (7 days prior to your function) with the following:
  - Purpose of the function
  - Cooking ingredients and amounts
  - Equipment required
  - Catering Menu (if applicable)
  - SCIP card number to be billed
  - List of all people who will be in attendance (max 15 any one time)
- 3) All ingredients will be supplied by Dining Services after pre-approved by the Executive Chef or his designee. Exceptions will be made if there is a nonperishable item that is difficult for Dining Services to procure. **Note: there is no charge for ingredients or service fee.**

### POLICIES AND PROCEDURES

- 1) All Dining facilities, including the test kitchen, are governed by the regulations of the NYS Department of Health. Adherence to DOH codes and regulations is the responsibility of the user and is required.
- 2) No food is to be consumed in the Test Kitchen during normal working hours as per our Health Code.
- 3) High-risk proteins (beef, pork, chicken, and fish) are required to either be kept in the cooler or on ice.
- 4) Individuals preparing food are required to wear hair restraints, long pants, slip resistant shoe covers, (no open toed shoes), cut gloves, and disposable gloves.
- 5) All users will be required to have a pail with sanitizer solution with the proper ratio of sanitizer (this is preset in the dish room)
- 6) Knife training is required for students who require the use of a knife.
- 7) Knives are required to be washed, sanitized and returned to the manager on duty when done with them. **KNIVES NEVER GO TO THE DISHROOM!!**
- 8) Student(s) and their guests must sign-in at the swipe station before accessing the reserved Test Kitchen.
- 9) Clean up- is required by all users. This includes cleaning and sanitizing all work surfaces, stove and sink. Unused food is to be returned to the kitchen. Soiled dishes, pots, pans, glass wear and utensils are to be returned to the manager on duty.