

Guilford County Schools

Request to Appoint Kitchen Use Designee

Only School Nutrition Services (SNS) staff members are authorized to prepare and serve meals. Use of kitchen equipment and facilities by anyone other than SNS staff without the approval of the SNS director and the principal is prohibited. Approval for use of the kitchen must be requested by submitting this form. Once approval to use the kitchen is granted, SNS personnel must supervise the use of kitchen equipment to prepare or serve food. In cases where little or no equipment will be used by the organization, the principal may request permission to appoint a designee to supervise the use of the kitchen.

The principal or designee is responsible for supervising the activities in the kitchen and ensuring that:

- Only the kitchen equipment listed below is used by the organization.
 - The organization removes its property from the cafeteria premises.
 - All kitchen property is returned to its proper location.
 - The cafeteria premises are left in a secure, clean, neat and orderly manner.
 - All trash is placed in the dumpster.
 - All procedures stated in the Guilford County Schools - Community Use of Facilities procedures are followed.
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Date(s) kitchen will be used: _____

Activity or purpose of use: _____

Please list all kitchen equipment that will be used:

Designee who will oversee kitchen activities: _____

Qualifications of designee (if appropriate):

Submit form to: School Nutrition Services
 501 W. Washington St.
 Greensboro, NC 27401
 FAX 370-4042

Approved by:

Director of School Nutrition Services

Date

Signed form will be returned to principal.