Community Kitchen Policies

Wilson Commons Student Activities offers a unique opportunity to student groups and university departments, to host cooking and food based events in the newly opened Community Kitchen in Douglass Commons. The space features a gas cooktop, digital display oven, commercial grade dishwasher, and a growing collection of cooking supplies and equipment. With seating for 24, and conveniently located across from the Douglass Community Room, the space is the ideal location for hosting events and programs.

RESERVATION PROCESS

1. Only recognized student clubs and organizations, or university departments, may reserve and use the Community Kitchen. The Community Kitchen is not to be used for lunch or as a break room for building staff.

2. The Community Kitchen is a closed space. To gain access for an event or drop-off, individuals can contact the building manager who will open the space for them. Building managers will only open the space for confirmed reservations and scheduled drop-offs.

3. The Community Kitchen is reserved through EMS, at least eight days prior to the event. Student organizations can complete this process using their Virtual EMS contact. Staff and faculty may contact Event and Classroom Management for assistance with the reservation process. This reservation is tentative until approved by the Assistant Director of Student Life Operations.

4. Student clubs and organizations must complete a CCC Event Registration form prior to reservation approval through their CCC organization page. University departments must complete a Community Kitchen User Agreement prior to reservation approval, found here.

COMMUNITY KITCHEN TRAINING

1. A member or members of the student organization or university department must complete Community Kitchen Training, to become an Approved Kitchen User, prior to
reservation approval. This individual(s) must be present during the entire duration of Community Kitchen use, including any set up, clean up, or prep time. It is recommended that multiple individuals complete the training.

2. Training includes a short quiz, administered at the end of the training. A passing grade, as determined by the Assistant Director of Student Life Operations, must be achieved to complete the training and become an Approved Kitchen User.

3. The status of Approved Kitchen User is effective for no more than two full academic years. At the end of an academic year, all Approved Kitchen User statuses obtained the prior academic year are considered expired. Users wishing to use the space must attend a new kitchen training and complete the associated quiz. Exceptions to this policy may be made at the discretion of the Assistant Director of Student Life Operations.

4. The Assistant Director of Student Life Operations, and Wilson Commons Student Activities, reserve the right to revoke any individual’s Approved Kitchen User designation at any time.

DROP OFF PROCEDURES

1. If a drop off of food or equipment is required prior to an event, individuals must coordinate with the Assistant Director of Student Life Operations prior to reservation approval.

2. Food ingredients must be purchased and brought directly to the Community Kitchen. Food is not to be stored in other areas of campus, such as Residence Halls or other departments, and should not be stored off campus prior to the event.

3. Food stored in the Community Kitchen must be properly labeled with the date of the upcoming event and the group hosting the event. Labeling materials are provided in the Community Kitchen.

4. Additional equipment may be brought into the space after approval, based on the discretion of the Assistant Director of Student Life Operations.
FOOD SAFETY POLICIES

1. The Community Kitchen is primarily to be used for hosting small gatherings of University students, staff, and/or faculty only. The Community Kitchen is to be used to make food that will be served and consumed in the kitchen and is NOT to be used for catering events in other spaces, catering prep, or making food that will be served outside of the kitchen.

2. If a Community Kitchen event is open to individuals outside of the University community, the group must obtain approval from the Campus Sanitarian and may be required to obtain a Temporary Food Permit, to be decided at the discretion of the Campus Sanitarian and the Assistant Director of Student Life Operations.

3. All food brought into the Community Kitchen must come from a New York State licensed food vendor. Food that does not come from a licensed vendor, including items grown in home or community gardens, is not permitted.

4. Any leftovers must be clearly labeled with the name of the organization or department and the date. Leftovers must be removed by the building closing time the day of the reservation. The refrigerator and storage cabinets are cleaned on a weekly basis. Any perishable items left will be discarded unless clearly marked for an upcoming event.

5. A shared dry storage cupboard, designated for leftover non-perishables (spices, sugar, flour, oil, etc.), is available in the space. Groups that wish to leave items for others to use may do so, provided that the items are properly sealed and labeled with the date of opening. Items in this cupboard may be used by any group using the Community Kitchen but availability is not guaranteed.

CLEANING PROCEDURES

1. It is the responsibility of the sponsoring organization or department to leave the kitchen as clean, or cleaner, than they found it.

2. At the end of the event, a building manager will complete a cleaning checklist with the individuals hosting the event. If the kitchen is found to be insufficiently cleaned, or the group fails to check out with a building manager, the sponsoring organization or
department will be subject to a $300 cleaning fee and may lose the privilege to use the kitchen in the future.

3. Any grease produced in the kitchen during cooking should be disposed of properly in the provided grease disposal container. This container is emptied periodically by building staff. If the container needs to be emptied, please contact the building manager. Grease should never be disposed of in either sink or the garbage disposal.

4. Of the two sinks available in the space, the larger may be utilized for washing and cleaning food and equipment. The smaller sink is designated for hand washing only.

Last revised: March 14, 2017