

# **Martin Public Library**

## **Demonstration Kitchen Policy**

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The mission of the Martin Public Library is to support information literacy in the community by providing a well-equipped environment for learning, which meets the library's civic, informational, educational and recreational goals. The kitchen facility is used by instructors and library staff to present sessions in lifelong learning skills and caterers to serve catered meals and refreshments for presentations, workshops and activities.

### **Demonstration Kitchen**

A "demonstration kitchen" is defined as a kitchen designed and operated for the express purpose of providing a venue for the presentation and demonstration of food and/or domestic equipment product lines and/or the presentation and explanation of domestic cooking recipes or techniques to an audience. The kitchen must be used to demonstrate the use of products or to demonstrate kitchen techniques to be used in the home.

### **Guidelines for Demonstration Kitchen**

- All Health Department Guidelines for a kitchen must be followed.
- Giving away food samples prepared by the demonstrator using the techniques and/or products presented to an audience must be an incidental and ancillary by-product of the demonstration. The primary purpose of a "demonstration kitchen" may not be the production of food for service to an audience or the general public.
- Giving away food samples prepared by the educator or students using the recipes and techniques presented in the class must be an incidental and ancillary by-product of the educational setting.
- No sale, fee or contractual consideration of any kind may be accepted for the food samples produced in the setting defined above.
- All foods used by a demonstration kitchen must be from an approved source, and must be used for immediate preparation in conjunction with the class or demonstration.
- Any area in which food is prepared must be maintained in a clean and sanitary condition.
- Food must be handled and prepared in a manner that prevents contamination, spoilage, the harborage and feeding of insects and other vermin and the rapid growth of pathogenic organisms.
- The Demonstration Kitchen is open during normal library operating hours. For use of the kitchen after hour's arrangements must be made with library staff.

- Reservations may be made up to 1 month in advance.
- When booking, instructors should ensure that they allow enough time for clean-up.
- The door to the kitchen will be locked when not in use.
- Instructors must have a signed waiver on file before they can use the Demonstration Kitchen.
- Instructors must return equipment to their original location in a clean state, as well as clean the workspace before departing. Failure to do so could result in loss of privileges.
- Instructors should report to a staff member of any accident or incident that occurs.

### **Sanitation Guidelines**

Instructors using the kitchen are expected to follow all proper sanitation requirements as well as keep the equipment and surrounding area in a clean and professional state. Instructors are also expected to properly clean and sanitize after each use, and keep the kitchen ready for use by the next person. It is important that the kitchen remain clean for visitors, whether it's the health department, other potential instructors.

- All Health Department Guidelines for a kitchen must be followed.
- Instructors must wear proper head covering.
- Cuts and bandages must be covered when handling food.
- Instructors must wash their hands regularly using proper hand-washing techniques.
- Instructors must use gloves, clean hands, and utensils when handling food.
- Instructors must wear clean clothes and proper, closed-toed shoes.
- The kitchen must be completely cleaned, counters wiped down, trash removed and floors swept before leaving the facility.
- Garbage and refuse must be properly disposed of.
- If additional cleaning is required a cleaning fee will be imposed. This will be charged at the rate of \$50 per occurrence.
- If the instructor fails to clean the space in accordance with the guidelines on more than 1 occasion, they will not be permitted to use the space until the library determines it acceptable.
- The Martin Public Library will provide a small coffee pot, serving 10-12 cups and a large coffee pot with 30 servings. However, coffee and supplies are not provided. Coffee pots and utensils must be clean before vacating the kitchen.

## **Disclaimers**

- Instructors and patrons reserving the space are financially responsible for any damage to equipment during use. All equipment will be inspected by staff at the end of the caterer's usage of the kitchen.
- The Martin Public Library is not liable for any damage to personal property while utilizing the Catering Kitchen.
- The Martin Public Library reserves the right to refuse any request, entry to, or remove from, the Catering Kitchen any person who are in violation to the Martin Public Library code of conduct.
- The Martin Public Library, the Library Board of Trustees and the City of Martin are not responsible for any injury or damage caused by the use of any of the equipment.

## **Appeal and Review**

The Board of Trustees of the Martin Public Library will review the Kitchen Policies and Regulations periodically and reserves the right to amend them at any time. The Board authorizes the Library Director to waive regulation under appropriate circumstances.

Any appeals for changes to, or exceptions to, any portion of the policy will be considered. Any individual wishing to file an appeal shall submit it to the Library Director in writing. The Library Director will respond in writing.

Adopted by the Martin Public Library Board of Trustees February 27, 2023

# Kitchen Checklist

Date \_\_\_\_\_

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- Store personal goods in your vehicle, not in the kitchen
- Apron must be worn by anyone using the kitchen. Remove apron when leaving the kitchen for any reason
- Wear closed-toe and skid-proof shoes
- No jewelry
- Do not leave outside doors open unless you are actively bringing in/removing items.
- Scrape into garbage and pre-rinse all heavily soiled dishes
- Wash all dishes
- Air dry all dishes
- Air dry all equipment
- Follow all proper sanitary guidelines for equipment, tables, cutting boards, etc.
- Return everything to its original place.
- Clean and sanitize all sinks. Be sure to clean the walls above and around the sinks
- Wipe down and sanitize all counters, tables, sinks, and equipment.
- Sweep all areas in which you have been working
- Take out the trash. Trash bags should be tied and placed in the large dumpster outside.
- Turn off all lights

