



# Kitchen Policy

## BOARD POLICY

The Kitchen in Pikes Peak Library District exists to help people thrive through providing resources and opportunities in culinary literacy and workforce development. Recognizing that food is a way to build community, the Kitchen offers a place to create connections with others while learning more about health and food safety, as well as gaining skills and confidence in a kitchen setting through guided exploration in classes and programs.

### I. District Procedures

- A. The Kitchen exists for PPLD programming purposes. Outside reservation of the space is not allowed.
- B. Age limits in the space are determined by the individual program being held.
- C. Patrons or their legal guardians must sign a Food Program Participant Waiver to participate in Kitchen programs.
- D. Using the Kitchen and tools within it can be dangerous. Cuts, burns, foodborne illness, food poisoning, food allergic reactions, and more are all possible. Kitchen tools should be used in a safe manner as instructed.
- E. PPLD provides patrons with access to safety supplies in the Kitchen. Some activities or tools require specific safety gear. All safety gear must be worn as appropriate.
- F. Health and Safety Precautions
  - a. Hands must be washed before handling food and after instances as sneezing/coughing, bathroom use, handling raw meat, and others as directed by the instructor or staff.
  - b. Close-toed shoes are required. Non-slip shoes are strongly recommended.
  - c. Long hair must be tied back.
  - d. No dangling clothes or jewelry may be worn.
  - e. To help us protect the health of our patrons and staff, patrons who are experiencing symptoms of a contagious illness are discouraged from attending our programs until they are feeling better.
- G. Allergies
  - a. If you have any allergies, reach out to staff in advance of a program to determine if any of those foods will be used in the program.
  - b. The Kitchen is not an allergen-free facility and cannot guarantee an allergen-free environment. Be advised we are not a nut-free nor gluten-free kitchen and cross contamination or cross contact from other classes cannot be safely avoided.
- H. Patrons should report any tool or piece of equipment that is unsafe or in a state of disrepair. The patron must immediately discontinue use of the tool or equipment and notify PPLD staff.

- I. Patrons should report any accident or incident that occurs to a staff member.
- J. Patrons should report any unsafe behavior by anyone to staff.
- K. By using the space, patrons agree to take precautions to prevent avoidable mess or damage in the Kitchen. Patrons agree to minimize waste of food or other materials.
- L. Food and supplies for programs will be purchased by PPLD. No outside food should be brought into the Kitchen.
- M. Patrons should expect to help with cleanup of the Kitchen as a part of programs and to follow any sanitation guidelines as directed by staff or instructors throughout classes.