



Catering Guidelines for Kitchen Users

We recommend that you have one person with a Food Safety Qualification or Training.

All food prepared in this kitchen must be prepared in accordance with the latest Food Safety Regulations. You must also read the colour 'Food Poisoning Is Preventable' Poster displayed in the kitchen.

You will find the following information useful to read prior to use of the kitchen.

1. Food handlers will need to wear protective clothing eg apron.
2. The fridge/freezer is available for your use. All chilled food must be maintained at 8 C or below. Wipe away all spillages. Remove all food at end of hire.
3. All hot foods must be stored above 63 C.
4. **NOTES FOR USE OF OVEN.** We have a double electric oven (one is fan) with a separate grill. The hotplates are gas. **Turn oven on at wall. For the electric ovens to work, you will need to set the oven clock** by pressing the 2 leftmost buttons under the clock display along with the rightmost button. To turn on gas hobs, press in and turn the relevant dial and press the ignite button and hold in the temperature dial for several seconds. Do not place items on top of the cooker lid (it's not very strong). Do not place hot items directly onto the workbench. Turn fan on when cooking. Turn cooker and fan off at wall after use. Wipe cooker clean after use.
5. Further information for use of oven is in the instruction manual.
6. If you use our tea towels, please place all used towels in one corner of the bench and we will launder them.
7. All breakages must be reported to the Booking Officer. Ensure all pieces are carefully removed. All breakages will need to be paid for (We worked really hard to raise the money to kit this kitchen out). Wipe up all spillages.
8. Please remove your rubbish and all items, including food, at the end of your hire period. We encourage you to recycle where possible.
9. Please leave the kitchen clean. Ensure all surfaces, equipment and utensils are washed with hot soapy water, dried and returned to where you found them.
10. **Please check your bags to make sure you have not taken any of our equipment by mistake.**