

## Kitchen Rules for EKSC Members/Sports Sections

### Key Points about Kitchen Usage

1. South Lanarkshire Council (SLC) Environmental Health Department has insisted we must follow their food hygiene regulations if our kitchen is used – no exceptions permitted – or they will close it.
2. The Bar Manager oversees use of the kitchen and enforcement of EKSC's kitchen procedures.
3. The kitchen may be used for (1) cooking raw food or (2) serving, including heating up e.g. sausage rolls, ready to eat food. **It is no longer acceptable to provide food prepared earlier at home.**
4. The kitchen is kept locked at all times, accessible only by specific permission when keys must be signed for on entry/exit.
5. For use as part of function, Members/Sports Sections must complete a function booking form in advance and submit it to the EKSC Bar Manager (unless agreed otherwise e.g. block bookings). Bookers must be at least 21.
6. Block booking of the kitchen by sports sections e.g. for regular sporting fixtures is possible. Sections should contact the Bar Manager to agree such arrangements, providing as much notice of dates as possible. Do not assume the Bar Manager will interpret or seek out sporting fixture lists!
7. It is no longer acceptable to simply write events/bookings in the EKSC diary – the diary is now only accessible to Bar Staff who will advise which particular dates are free. Once a date has been identified, **a booking form must be completed.**
8. Sections' Lead Person responsible for kitchen use at each event must possess a suitable Food Hygiene Certificate, a copy of which must be provided to EKSC at least one month prior to the event. EKSC will retain a copy of each certificate i.e. only one copy required (copies of updated certificates should be supplied, once available).
9. All persons using the kitchen must adhere to the food hygiene regulations set by Food Hygiene Scotland.
10. EKSC can arrange Food Hygiene Training if sections nominate key individuals – contact the Bar Manager or Bar Convener.
11. *Public Liability Insurance*: members or sports sections using the kitchen must have public liability insurance to cover the (hopefully unlikely) risk of food poisoning or similar from any food served or any legal action arising from the function.
  - a. Catering organisations will have their own liability insurance so members/sections using an outside caterer must confirm to the Bar Manager that the caterer has PLI.

- b. If a member who possesses a suitable Food Hygiene Certificate is cooking for an event e.g. rugby or golf, EKSC will agree that its Public Liability Insurance will cover the event. The Bar Manager will confirm that EKSC's PLI applies.
  - c. For all other events, the member must arrange their own Public Liability Insurance.
12. The kitchen will be handed over clean by EKSC – it must be returned in the same condition. If left untidy, the user may be denied future access, and may be charged for any cleaning by EKSC.
13. Cleaning materials are provided free by EKSC – you must follow our guidelines in their use (on wall in the kitchen).
14. Specific guidance is provided in bullet form in the kitchen for various elements of kitchen best practice. All parties using the kitchen must adhere to the guidance.

## 1. Key Steps in Process

### Prior to Function

- The Booker completes Function Booking Form, including whether wish use of kitchen, & pays appropriate function deposit, at least two months before the function to confirm kitchen use;
- The Bar Manager oversees all bookings & confirms by email when bookings are accepted;
  - ❖ Function Hall deposit £100 cash: refunded in full 7 days after function if no damage & kitchen left tidy;
  - ❖ *Until all the following are submitted, all bookings are provisional: the deposit, signed booking and Kitchen Conditions of Use forms and (if not already held) a copy of the Level 2 Certificate in Food Hygiene;*
  - ❖ Booker at least one month in advance provides Bar Manager with a copy of the Level 2 Certificate in Food Hygiene held by the person who in charge of kitchen operations (if not already held by Sports Club);
  - ❖ Booker must return signed Kitchen Conditions of Use form at least one month before use (unless covered by block booking, when same conditions apply);
  - ❖ Booker must confirm whether cooking food on premises or buying it from shop (*you cannot serve foodstuffs prepared at home via the kitchen*);
  - ❖ The Bar Manager will email blank copies of the Food Purchase Log and the Allergen Form to the Booker in advance – this should allow the forms to be completed before the function gets underway;
  - ❖ The EKSC Code of Conduct applies to all parties at function/using kitchen;
- EKSC practice is not to store any food in kitchen – any exceptions must be agreed in advance with Bar Manager;
- The Bar Supervisor of the day inspects kitchen on **day before** hire to ensure everything in order & arranges action to remedy any issues.

### On Day of Function

- The EKSC Bar Supervisor does kitchen handover with kitchen lead person on arrival, explaining key issues, processes & standards (explained below);

- The kitchen will be clean, waste buckets empty & ready for use and all surfaces & equipment clean & fit for purpose/ready to use. The kitchen must be returned to EKSC in the same condition;
- The Kitchen Lead person must sign for kitchen keys on entry/when returning at end of evening;
- The Kitchen Lead person must alert Bar Staff immediately if any problems arise in the kitchen during the event;
- The EKSC Bar Supervisor will record any issues in the Kitchen record book and any decisions taken;
- Kitchen staff must use the *Probe Thermometer* for food checks, and record the results on the Event Record Form (available in kitchen), which must be returned to EKSC at the end of the event;
- Any foods you plan to store in the **fridge** (if agreed by Bar Manager) must be properly labelled – *to show the date the foodstuff was sourced, the date it was prepared, its normal expiry date and the person responsible for the food (including sports section if applicable)*;
- Any food that EKSC agrees can be stored in the **freezer** must be labelled with the dates of *when frozen, when dispose of, person freezing & Sports section (if any)*.

Kitchen Induction Handover (led by EKSC Bar Supervisor)

- The aim is to ensure the kitchen is handed over satisfactorily, in good clean working condition, all procedures are understood & accepted by the lead person (who may not have booked the event), including Sports Club's need for specific paperwork to be completed & submitted to Bar Supervisor at end of kitchen use;
- The Kitchen lead person must be present in EKSC throughout kitchen use & attend post hire inspection with Bar Supervisor;
- The Bar Supervisor will emphasise kitchen users must adhere to Food Hygiene regulations, including identifying for customers relevant allergen information or how such information is available on the day/night and labelling requirements of any food or sauces left over;
- The Bar Supervisor checks plans to use any EKSC kitchen equipment & ensures that the particular equipment is working & in good condition;
- The Bar Supervisor explains where crockery, utensils, cleaning materials, refuse bins etc are kept (as necessary);
- The Bar Supervisor ensures that supplies of the Event Record Form (food temperature log) are available & collects if completed the Food Purchase Log & Allergen Form;
- The Bar Supervisor explains expectations in terms of cleaning up kitchen at end of use, including the potential for all or part of deposit to be withheld & how refund of any deposit due will be handled (returned by Bar Manager within 7 days);
- The Bar Supervisor explains any food stuff left behind will be disposed of by EKSC after 24 hours (unless otherwise agreed);
- The Bar Supervisor describes & agrees arrangement for post-use kitchen inspection at end of evening.

### Documentation to be Completed by Kitchen Lead Person

It is a legal requirement for anyone using a non-domestic kitchen to:

1. **keep a record of what food products they have bought**, who they were bought from (company/supplier), the quantity of food bought, the date of purchase and all allergen information. Usually the easiest way to do this is to keep all receipts & use them to help completion of the form. This form can be completed in advance of the function;
2. **to provide accurate information about the ingredients that are being served to customers, identifying clearly allergen details or how customers can check allergen information e.g. on menus, a chalkboard or through serving staff.** The Allergen Form can be completed in advance of the function;
3. **monitor & record the temperature of any hot food served (in the Event Record Form).** Not every item needs to be tested e.g. if heating a tray of sausage rolls, check the temperature of one or two at the centre and one or two at the corners.

External caterers are used to doing their own record keeping so we should expect them to complete our documentation as well, for inclusion in our records.

Regular EKSC users of the kitchen who produce the same food regularly do not need to complete the allergen or food purchase data every time they use the kitchen for the same food, provided they complete the data at least once a month.

The EKSC Bar Supervisor must collect this documentation at the start or end of each kitchen hire from the lead person who must complete & sign:

- the Food Purchase log;
- the Event Record Form (the food temperature log); and
- the Allergen Form.

The Bar Supervisor will collect and pass the documents to the Bar Manager for retention (Environmental Health can ask to see them at any time).

### At end of Kitchen Use

- The Bar Supervisor will inspect the kitchen with lead person to ensure kitchen left in satisfactory condition;
- The Bar Supervisor will use the bullet points in Kitchen Conditions of Use form as a checklist;
- The Bar Supervisor will advise lead person whether they consider the kitchen has been left in an acceptable standard, and discuss/agree any further cleaning required that night by users or potential deductions from deposit;
- The Bar Supervisor collects & checks paperwork e.g. Event Record Form (food temperature log) etc;
- The Bar Manager will return £100 deposit to member/sports section after 7 days, explaining any deductions for e.g. damage to EKSC, cleaning costs incurred by EKSC returning kitchen to acceptable standard and provide feedback as necessary.

**East Kilbride Sports Club  
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