

Yakima County Fire District 12

West Valley Fire Department

Kitchen Use Procedures

Due to the complexity of the kitchen equipment, a designated Fire District Employee must be on site whenever the kitchen is used **BY ANY GROUP OR INDIVIDUAL**, to insure proper use of District equipment. The cost of the employee is included in the \$200 user fee. A Fire District employee is not required if food is catered in, the kitchen is then only used as a staging area, use of sinks, water, and plug in coffee makers will be permitted. **NO USE of the dishwasher, ovens, broiler and stoves are permitted without a designated Fire District employee on site.** If kitchen is to be used as a staging area only the user will be instructed on the “do’s and don’ts” of the kitchen facility.

A non-refundable \$200 per day usage fee is required for the kitchen use; the Facility room rental fee is NOT included in this price. All appliances and equipment can be used. It is expected that any equipment used will be cleaned and returned to its proper location. The designated, on-site employee is present to assist users in operation and instruction of equipment, **NOT** as a cook or dish washer. It is the user’s responsibility to maintain order, cleanliness and safety in the kitchen at all times. The Fire District employee has the right and responsibility to look after the interest of the Fire District. They have the authority to stop or shut down any unsafe practices or neglectful use of any and all equipment.

Kitchen equipment available for use:

- 200 plates w/ utensils water glasses, pitchers, salt/pepper
- Ice machine, coffee makers
- Freezer, refrigerator, prep-table
- Ovens, stove, grill, char-broiler, pots and pans
- Dishwasher

At the time of checkout:

- **All dishes and silverware must be cleaned and returned to their proper location.**
- **Clean out and wipe down sink area, use stainless steel cleaner for water spots and finger prints.**
- **Wipe down all cutting / prep areas with bleach mixture (equal parts bleach / warm water)**
- **Wipe down all stainless steel, including cooking areas, refrigerator and freezer doors, and prep area with stainless steel cleaner.**
- **Kitchen floor must be swept clean, and mopped up if necessary.**
- **All towels and linens placed in provided laundry bags.**
- **In the main room all tables wiped down, put back as found or placed in storage closet. All chairs set back to original lay out or stacked in storage room.**
- **All appliances turned off. Remember the coffee maker, rinse out pots.**
- **Empty all trash containers; dumpster is located on the west side of building.**
- **Please remember to leave everything like you found it.**

Failure to comply with the above procedures will forfeit the “users” right to use the facility in the future.