

Commercial Kitchen Policies and Regulations

Renters are responsible for all content, educating all kitchen users and catering staff on content and must adhere to the rules and policies within.

Kitchen Usage Requirements:

1. A signed agreement for ballroom rental space, the \$50 Kitchen Rental fee and \$100 Kitchen Damage & Cleanup Deposit.
2. Certificate of General Liability Insurance naming the City of Austin as additional insured. *(A list of special event insurance companies can be provided upon request).*
3. Temporary Food Event Permit for all events, public or private.

Kitchen Rules:

1. Renter is responsible for compliance with temporary food service requirements. Failure to comply may result in closure of food service until the item is corrected and verified by a Health Department representative.
2. No children under the age of 14 years* are allowed in the kitchen. Children 14 years and over may perform limited kitchen work and cooking and must be properly supervised by a responsible adult at all times. *(*employment age by Fair Labor Standards Acts) For more information, see Child Labor Rules for Youth In Restaurants and Quick Service Establishments: <https://www.dol.gov/whd/regs/compliance/whdfs2a.pdf>*
3. The outside door from the kitchen is for loading and unloading only; otherwise it must be kept closed at all times.
4. Styrofoam, glass and single use plastic bags are prohibited at all times *(City Code)*.
5. Gloves must be worn at all times when handling food. Wash hands with soap and warm water before working in the kitchen, after using the bathroom, and often during preparation and serving.
6. Store coats, purses and other belongings away from food preparation areas and do not eat or drink in food preparation areas.
7. Moving or removing kitchen equipment is prohibited.
8. No frying allowed (the kitchen is not currently equipped for disposal of grease).
9. The range pilots are lit at all times – do not place any items on the range except cooking equipment
10. Food, coffee grounds or other waste may only be placed in the scrap collector or trash; never in the sink.
11. All dishes, pots, pans and utensils with food waste must be scraped into the scrap collector, then dishwashing must take place in the Hobart or three compartment sinks.

12. The hand washing sinks may only be used for handwashing, under no circumstance should they be used for washing or rinsing food
13. By the end of the rental period:
 - a) Turn off appliances
 - b) Clean all kitchen equipment interior and exterior, wipe surface areas, and sweep and mop per the rental inspection checklist
 - c) Return all rental kitchen ware to the assigned locking cabinet.
 - d) Report any non-functioning equipment or broken items to AARC staff
 - e) Put all trash and recycling in exterior trash and recycling dumpsters and replace liners.

FAQ

1. When is a Temporary Food Permit required?

A temporary food event permit is required when serving open food or beverage at a private or public event held at the AARC when the kitchen is rented or used.

Caterers and restaurants are required to pull a temporary food event permit when operating outside of their fixed food establishment.

2. Do I need a Food Handler's Permit?

A food handler's permit is not required for events pulling a temporary food event permit or private events, however it is recommended to have staff or volunteers preparing or handling food for public events to obtain a food handler registration. Food handler education is designed to reduce foodborne illness by improving the food safety knowledge and practices of those working with food. Accredited Food handler courses are available online and are effective for two years.

3. Can I rent the kitchen for private food preparation, cooking classes, or other kitchen activities independent of a facility rental?

The kitchen is setup for use with a paid rental of the ballroom and for the AARC Senior Meal Program.

4. Do I bring my own equipment?

We do provide some basic equipment, but you will need to bring any specialized equipment that you might need specifically for your food preparation. Once you have toured the AARC kitchen you will have a better idea of what to bring.

5. Is Storage available?

Storage is not available except during rental period. All items left beyond the rental period are subject to be discarded at management discretion. AARC is not responsible for any equipment, food or other items left in the kitchen.

6. Loading and Parking:

Loading and unloading may be done through the kitchen/loading area doors, however if the kitchen has not been rented, access to the kitchen will be closed immediately after load-in and will not be re-opened until load-out time.

Cars may be parked in the loading area only during active loading and unloading. All vehicles including catering vehicles must be moved to a parking spot immediately following loading and unloading. The loading area cannot be blocked at any time to comply with fire regulations.

7. Equipment Cleaning

Wipe down any equipment used by the end of the rental period with approved cleaning supplies in janitorial closet and as directed by staff. For equipment that disassembles into smaller parts, you must wash removal

parts in the three compartment sink. Stove burners that have been heavily soiled or have been covered with burn and difficult to remove residue must be removed from the stove and washed. No food scraps should be left on any equipment.

8. Overall Kitchen Cleaning

Renters are expected to clean the tables, counters, floors in the kitchen and any other area which requires cleaning as a result of renter use such as wall food stains, refrigerator spills, sinks etc. We rely on renters to leave the kitchen as you would want to find it.

9. Trash

All trash must be placed in the exterior trash and recycling bins at the end of your rental.

Trash should never be placed in trash or recycling bins without bags. All liquids (no grease) must be disposed of in three compartment sinks and should not be placed in trash. Cardboard boxes must be broken down, flattened and placed in exterior recycling bin.

10. What if something breaks?

While we work hard to maintain equipment, plumbing, and the myriad parts of a commercial kitchen, the reality is that something breaking down can be expected when so many things are involved. Unless the breakage is caused by renter mishandling of an item, we will take responsibility for fixing it. We ask all members to alert us immediately if anything is not working properly, so we can get the right professional out to handle the problem as soon as possible. We also ask everyone to alert us in advance if they anticipate a problem with some aspect of the kitchen or facility.

Equipment Manuals

- [AARC Commercial Kitchen Equipment Specifications](#) (Oven Range, Microwave, Refrigerator, Freezer, Rice Cooker(s), Icemaker, Scrap Collector)
- [Warming Oven Equipment Manual](#) (Warming Ovens)

