

## Jane's Grill

### **Guidelines for Usage of Food Service Facilities**

- #1 Rule of Thumb - leave it the way you found it (or better).
- You must have permission from the Director of Food Services to use any equipment. This includes ovens, grills, steamers, dishwasher, pots and pans, and serving utensils.
- All trash must be taken to the dumpster on the loading dock. **DO NOT LEAVE ANY TRASH IN THE TRASH CANS OR ASSUME THAT HOUSEKEEPING OR SOME OTHER DEPARTMENT WILL EMPTY IT.** This can cause problems with roaches, insects and rodents in our facilities.
- Any person(s) in the kitchen at any time must comply with Houston Health Department. This means that hair restraints must be worn (baseball caps or hairnets), no open toed shoes, and buckets with sanitizer and towels must be present.
- All counter top surfaces used must be cleaned with sanitizer.
- Any debris on the floors must be swept and if necessary, mopped.
- Any ovens, stoves or grills must be cleaned if used.
- At the end of your event, any left over food or supplies must be removed from the premises. Do not leave "left-overs" in the coolers or freezer unless you have prior permission from the Director of Food Services.
- If Jane's Grill is used, the tables must be re-set the way you found them, all table surfaces must be sanitized and carpets must be vacuumed. This can be done by calling dispatch at ext. 3900. Do not leave until you see housekeeping vacuuming; do not assume that they will do it because you called.
- If you are using Jane's Grill, do not bring in balloons.
- If you are using Jane's Grill patio, all debris and trash must be picked up and swept. The tables must be arranged the way you found them.

If you have any questions about these guidelines or need further details about how to operate equipment or how to clean equipment, please consult with Bethany Hardcastle for more information (713-365-2324)

If these guidelines are not followed, the event sponsor/coordinator will be subject to a cleaning fee (\$100.00) and/or replacement charges for any equipment that is broken or missing.

Thank you for your cooperation.