



Dining Services
Kitchen Use Policy
Updated: August 7th, 2025

The purpose of this policy is to promote safety and organization in the Dining Services kitchen workspaces when they are being used by non-Dining personnel. This is done by providing details on the proper procedure for requesting spaces and the requirements for the individuals who will be using the kitchens.

Policy

Kitchen use must be pre-approved by Dining management pending the following criteria are met:

- Submit the completed Student Org kitchen use intake form, which includes the menu or ingredient list needed and copies of WA State Food Handlers Permits and CWU Volunteer forms.
- Kitchen must be reserved 14 days in advance.
- A kitchen cannot be used by more than one group simultaneously.
- Any student or persons using the kitchen space must have a current WA State Food Handler Permit on person or on file with CWU dining.
- Persons must always comply with proper food handling guidelines.
- All students must wear long pants, closed-toe shoes, and any PPE required of Dining staff while working in the kitchen.
- Perishable ingredients that could contribute to health risks must be sourced and stored by CWU Dining, such as raw proteins and produce.
 - Non-perishable items can be sourced off-campus if desired.
- Agree to defer to the guidance of the kitchen staff while using the space.
- Understand that the maximum number of guest students at any one time is five (5).
- All persons using the kitchen are responsible for cleaning the spaces they have used and any equipment immediately after the tasks are completed.
- Group have filled out and turned in a kitchen agreement form to CWU Dining Service at minimum 5 days prior to kitchen use.

Additional Information

- Kitchen is available for use Monday – Friday, from 2pm-7pm only
- Professional culinary staff will assist in the use of various kitchen equipment where needed. Kitchen staff are also able to assist with sourcing product and providing safety and culinary advice during the kitchen use.
- Basic PPE (gloves, aprons, towels) will be provided by the Dining managers. Personal PPE required by CWU policy is the responsibility of the individuals.
- All leftover product from the event must be cleaned up, any product left in the kitchen will be thrown away after 3 days.
- All knives are required to be hand washed and put back on knife rack, no knives in the dish pit.



Policy Enforcement

A violation of this policy while working will result in immediate expulsion from the Dining areas and will be reported to appropriate supervisors or advisors. With the safety, health, and wellness of our campus community in mind, there is zero tolerance for violations of our sanitation and safety policies.

Student Club and Organization Kitchen Agreement

This Kitchen Use Agreement made between _____ and CWU Dining Services details that the aforementioned club will agree to and therefore abide by the below detailed policy.

The recognized party will:

- Submit completed Student Org kitchen use intake form, which includes menu or ingredient list needed and copies of WA State Food Handlers Permits and CWU Volunteer forms.
- Understand that any students using the kitchen space must have an up to date WA state Food Handlers Permit on person or on file with CWU dining.
- Students must comply with proper food handling guidelines at all times.
- All students must wear long pants and closed-toe shoes while working in the kitchen.
- Perishable ingredients that could contribute to health risks must be sourced and stored by CWU Dining, such as raw protein or produce.
 - Non-perishable items can be sourced off-campus if desired
- Agree to defer to the guidance of the kitchen staff while using the space.
- Understand that the maximum number of guest students at any one time is five (5).
- Recognize that all students are responsible for cleaning the kitchen spaces they have used and any equipment immediately after.

Breach of this agreement may result in the Club or Organization losing recognition status as well as financial accountability.

Advisor Signature and Date

SLICE Approval and Date

Club or Organization President and Date