

Food Safety and Kitchen Use Policy

Students and staff can:

- Freely use the coffee, tea, sugar, water and milk provided by inlingua Leeds.
- Use the plates, cups and cutlery (knives, forks and spoons) provided by inlingua Leeds.
- Use the washing up liquid and sponges provided by inlingua Leeds to clean.
- Prepare raw vegetables and reheat food using the microwave.
- Share food with other students and staff by leaving a post-it note with 'Please eat me' on top on by putting it on the coffee table.

Staff can:

- Prepare cooked and pre-packed food to share at inlingua Leeds parties on site.
- Confiscate food that may be a hazard (with permission of management only, and this must be returned to the student at the end of the day).
- Use the cleaning products.

Students and staff cannot:

- Prepare any raw animal products in the kitchen.
- Eat food that does not have the 'Please eat me' note.
- Leave food in the fridge over the weekend.
- Leave food uncovered.
- Put any metal in the microwave.
- Leave dirty cutlery/plates/cups.
- Leave dirty surfaces in the kitchen.

Students and staff must:

- Clean all surfaces, plates, cups, cutlery (knives, fork and spoons) and anything else they use in the kitchen. The dustpan and brush are kept next to the bin.
- Cover any food they bring to school and keep it in the fridge if necessary.

One of the Food Hygiene certificate holders will clean out the fridge after the lessons have finished on a Friday. Any food left will be binned or donated to charity if still edible.

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Management