

Baltimore County Public Schools
Office of Food and Nutrition Services
This institution is an equal opportunity provider.

Food Safety: Use of Kitchen Facilities and Food Obtained from Outside Sources

Purpose

To ensure foods and beverages served to the public outside of the school meals program on any Baltimore County Public Schools property complies with health department regulations.

Background

School-sponsored events requesting the use of the school cafeteria to serve foods and beverages to the public must adhere to local and state food policy regulations. The Office of Food and Nutrition Services (OFNS) cafeterias operate as a Level I High Priority Facility. This issued license is non-transferrable to outside caterers or group

Procedure

- Groups or organizations desiring to use school facilities are required to complete the “Use of School Facilities” application.
- In accordance with Superintendent’s Rule 1300, IV. Conditions of Use, H. Approval of requests for the use of facilities and/or grounds will be dependent upon the following criteria:
 - Evaluation and approval by the OFNS of activities involving the use of a facility’s kitchen and/or food service area for the preparation of food and serving of food.
- The cafeteria manager ensures the outside group that offers catering services provides the food facility identification number including the identity of the issuer of that number.
- For on-site food preparation, an OFNS-certified food service manager must be present during the event. Charges/fees incurred will be invoiced to the outside group.
- Carryout food prepared in a licensed food service facility is permissible as long as temperature are maintained during transportation and service of food, i.e., insulated bags for hot food.
- Food in original packages stable at room temperature is permissible at school-sponsored events.
- Approval is not given to foods prepared in an unlicensed facility such as a private home.

Reference: Code of Baltimore County Regulations 1.01.01, Food Service Facilities Regulations, Department of Environmental Protection and Sustainability; 2011
Superintendent’s Rule 1300 - Use of Facilities, Revised 09/13/16