

Kitchen Protocol for Caterers at Ansche Chesed

It is expected that every caterer will treat the Ansche Chesed premises professionally and leave the kitchen in an immaculately clean condition. At a minimum, all caterers must follow the instructions below. Failure to do so may require Ansche Chesed to withhold part or all of the caterer's \$500 deposit. Repeated failure to follow these instructions may result in the caterer's business being barred from Ansche Chesed.

After Each Event

- Floors must be swept and mopped (even when the floor appears clean).
- Tables and tabletops must be cleaned, with no sticky residue left on them.
- Refrigerators and other appliances must be left clean. Any items that the caterer or anyone else will return to pick up must be marked, "Property of _____, will be picked up on _____." Items not marked or remaining after marked date may be removed at the caterer's expense or forfeited.
- Ansche Chesed is extremely serious about the disposal of trash. The caterer is responsible for garbage cleanup and collection. It is the caterer's responsibility to remove all garbage from the building once Shabbat ends, Saturday night. They are not to leave garbage bags in the building nor are they to leave the garbage bags on the sidewalk.. If improper trash handling by the catering staff creates extra work for Ansche Chesed's maintenance staff, the caterer will be charged for Ansche Chesed's staff time.
- Garbage, dirt, and leaks must be swept and mopped as they occur.
- Ansche Chesed's trash cans must be left clean and empty.
- Caterers may not store anything at Ansche Chesed, except as directly related to a Shabbat event. For Shabbat events, food and supplies may be stored from Friday until Sunday or until Monday at 8:00 am. All items must be picked up the next business day after the event. *All items belonging to the caterer must be clearly labeled; Ansche Chesed premises are in constant use and labeling is the best way to insure that a caterer's supplies are not used by others.*

If, upon entering the kitchen, the catering staff finds conditions unsatisfactory, the catering staff must immediately notify the Ansche Chesed office or the Ansche Chesed maintenance staff to help clean up. There is always a maintenance supervisor on site for assistance.