

# STUDENT KITCHEN

## Terms & Conditions of use



This document outlines the Terms and Conditions for exclusive booking of the Student Kitchen for private student events or activities.

### ABOUT

The Student Kitchen is located on Level 4 of the Student Pavilion, Building 162, Parkville Campus.

The kitchen may be used for student groups for cooking and food preparation and sharing of meals when booked for a private event or activity by UMSU or GSA student clubs, societies or associations.

Outside of group bookings, the kitchen is open and accessible as a re-heat space for all students to use.

### FACILITIES and OPERATIONS

**The following facilities and equipment are available for use upon booking:**

- Food processor, food mixer and blender
- Ice machine
- Ovens x 2 and stove top
- Microwaves
- Rice cooker
- Outdoor BBQ
- Tables and seating
- Outdoor terraces
- Cutlery, plates, bowls and mugs for up to 50 people
- Pots, pans, baking trays and a range of utensils.

**Hours available for booking:**

- Student Kitchen is available for bookings:  
**Mon-Fri** 9am to 7pm  
**Weekends** Private bookings are not permitted over weekends.
- Activities must not exceed 4 hours (including clean-up) unless by prior arrangement.
- Bookings must be made at least two weeks ahead of the nominated date.

## Who can book this space?

- Any currently registered UMSU/GSA club or association that has completed onsite induction, an approved Food Safety Handling course and agreed to the Terms & Conditions of Use document.

## Maximum capacity

- The Student Kitchen can cater for events of up to 50 people. There are seats and stools for approx. 30 people and up to 50 people if attendees are happy to sit/stand and use the outdoor balcony. The bookable area has sliding doors to close off the space to other users.

## TRAINING REQUIREMENTS

The following training and induction must be undertaken, and proof of completion supplied before your Student Kitchen booking can be confirmed:

### 1. On-site Student Kitchen Space and Building Induction Session

Led by a University of Melbourne staff member, this Occupational Health and Safety induction will instruct students on the safe operation of all kitchen equipment, safe food handling requirements, and conditions of use relating to the relevant health controls and emergency evacuation procedures. Induction enrolment link below.

### 2. Food Safety Certificate

<https://dofoodsafely.health.vic.gov.au/>

This online certificate is a free, non-accredited, online learning program provided by the Department of Health Victoria and is designed to enable you to understand how to safely work with, and handle, food in public facing settings.

## HOW TO BOOK THE STUDENT KITCHEN

1. Nominate as Booking Lead for the kitchen activity. You will be the primary contact responsible for the event, from booking, training, and induction, through on-site contact overseeing the kitchen activity.
2. Enrol in and attend the on-site Kitchen induction session. Induction bookings are available in the [Student Kitchen Activity Request Form](#).
3. Complete the [Food Safety Handling](#) course and save the certificate.
4. 48 hours after your induction is complete, log into [Resource Booker](#) where you will now have permission to reserve the date and time you require for your activity in the booking calendar.
5. On the pop-up screen, follow the link to the [Student Kitchen Activity Request Form](#) document and complete the following information:
  - All timings and full details of your event
  - Upload of *Food Safety Handling* certificate of completion
  - Agreement and acceptance of this *Terms and Conditions of Use* document.

6. Click *Book* on bottom right of pop-up screen and your booking has been submitted.
7. Confirmation of your booking will be sent to you within 48 hours once all these steps have been followed and submitted. *If more information is needed before we can accept your booking request, we will email you for clarification.*
8. Upon confirmation you will be emailed a code to access the keys and swipe card lockbox (located in the white cupboard of the kitchen). These will be required to access the Kitchen Storeroom housing all equipment and oven power switch. *You will be able to access keys/swipe from 24 hours before your event.*
9. Complete your activity ensuring the Booking Lead is present from set up to pack down as point of call for all enquiries and your pre/post event checklist is filled out.
10. Ensure clean-up is completed as per Terms and Conditions, keys and swipe are returned to lockbox, and post-event checklist is completed (either scanned or a pic taken) and sent back to [studentkitchen-enquiries@unimelb.edu.au](mailto:studentkitchen-enquiries@unimelb.edu.au) within 24 hours. *Incident Reports to be emailed to this address also.*

## STUDENT KITCHEN BOOKING TERMS AND CONDITIONS

Use of the Student Kitchen and its seating areas are subject to the following Terms & Conditions and students must read and agree to the following terms and conditions before proceeding with booking:

- The Student Kitchen is available for bookings by registered UMSU and GSA groups and associations. The activity must include food or meal preparation to be shared amongst the group or attendees.
- Kitchen activities are considered for private use and attended by students only.
- Onsite Student Kitchen induction must be completed by Booking Lead before booking of the space is confirmed.
- A Food Handling Safety Certificate must be completed by Booking Lead before booking of the space is confirmed.
- The Booking Lead is the Food Safety Supervisor of the activity and must be present during its entirety to ensure safe food handling practices are maintained.
- Food and beverages must be supplied to attendees free of charge and must not be sold for profit.
- Food and beverages sold for fundraising purposes will require additional considerations such as applying for a City of Melbourne temporary event license and possibly further UoM staff support. *Please enquire with UMSU Clubs and Societies Coordinator in the first instance for more information.*
- Food cooked/prepared in the kitchen must be consumed within the kitchen and not taken outside of the space unless by prior agreement with the University at time of booking.
- Kitchen users must ensure they read and adhere to all Standard Operating Procedures and instructional signage within the communal areas.
- Emergency response phone numbers and procedures will be displayed in the space.

- Incident Reports will be available and must be filled out **as soon as an incident occurs**. *Incidents are any injury or near miss of injury experienced in the kitchen*. Minor injuries should be reported and taken as equally important as major injuries are. Complete the form in as much detail as possible (either scan or take a pic) and send to [studentkitchen-enquiries@unimelb.edu.au](mailto:studentkitchen-enquiries@unimelb.edu.au).

## WASTE MANAGEMENT

- **Ensure all waste is placed in the correct bin. Bins are categorised for mixed recycling, landfill, and organic food waste and clearly labelled.**
- ***DO NOT contaminate recycling and organics bins with incorrect waste items. If in doubt, please place waste in a red Landfill bin.***
- Do not leave food or waste on counters or tabletops.
- Please remove all food consumables from the space after your event.
- Anything that is left out and unlabeled will be considered waste and will be thrown away by the University cleaning team.
- Food left within the refrigerator will be removed by the cleaning team at 5pm each Friday.
- Food theft will be considered a breach of the University's Code of Conduct.

## FOOD DELIVERY AND STORAGE

- Food should be transported in a way that minimises the risk of contamination. Deliveries of food cannot be made more than 24 hours prior to the booking and food is to be stored in the appropriate and sealed manner suitable for the food items delivered.
- Takeaway food orders and deliveries for the group activity are not an acceptable use of the Student Kitchen.
- Delivery of food must be received by the activities nominated Booking Lead and labelled to identify the booking. Respect other people's labelled food.
- Storage of delivered items must not impede the general access of the kitchen, must be secured so general access by other kitchen users is not impeded, stored securely so persons not connected to the booking can access food items and placed in a neat and safe manner within the relevant storage spaces.
- There are no additional storage provisions outside of the Student Kitchen area, the Booking Lead should ensure the volume of food delivered does not exceed the storage allowances.
- Adequate storage facilities are provided within the Student Kitchen for food and personal belongings, all food must be stored in the areas identified and within containers as required. Personal belongings must **NOT** be stored with food and should be stored securely in nearest available lockers. ***Containers must be personally supplied by the group utilising the kitchen space.***

- All perishable food items must be stored within the provided refrigerators and freezers, in leak-proof containers, and be within best-use dates relevant to the booking date.
- Non-perishable food items are to be stored securely in pest and leak proof containers within the cupboard dry storage provided within the kitchen.
- All food items must be labelled and dated, including the booking reference number and contact details.
- Failure to comply with these controls may result in food being removed and discarded by the University Cleaning team.

## CLEANING

- The Booking Lead must ensure they are familiar with all cleaning Standard Operating Procedures related to the products and equipment supplied within the Student Kitchen and be aware of the cleaning requirements for the space if an additional cleaning response is required, e.g., oil spillage.
- It is the responsibility of the Booking Lead to ensure proper food safety and sanitation practices are followed by event attendees and /or other members of the group engaged in the food preparation, cooking and serving activities.
- The Booking Lead is responsible for ensuring the kitchen is returned as a clean space and that the area is free of excess packaging, food items and dirty dishes/utensils. Equipment used during the booking must be returned to the storage areas provided, secured from general access, and all fixed equipment is clean, turned off and locked to stop access/usage by the general public.
- During the activity, the Booking Lead must ensure all kitchen occupants comply with the following general controls, eg hair tied back, wash hands frequently, wear closed-toe shoes, no consumption of food in service area, no trolleys in storage area and use cleaning spray on all bench tops and equipment after use.
- The standard of cleanliness expected within the kitchen must ensure that there is no accumulation of garbage, recycled matter, food waste, dirt, grease, or other visible matter.
- Please be mindful and respectful of others sharing the common kitchen space. The area is subject to the [University's Code of Conduct](#) conditions and failure to observe these courtesies and the following rules may be actionable under the code.

## SUPPLY OF ALCOHOL

- Alcohol can only be served by club executives with a current RSA certificate.
- Alcohol supply is subject to pre-approval in your booking request description. Quantities should be stated in booking information/description of your event, and no additional alcohol is to be supplied.
- Paid membership to a Club or Association is a condition of entry for all attendees, no general public or non UMSU/GSA members.
- Alcohol must be supplied free of charge with direct sales strictly prohibited.

- Consumption must take place within the Student Kitchen only and not to be taken out of the space or building.
- Events are subject to spot audits for compliance with approved event planning.

All students attending Student Kitchen activities are expected to always abide by University of Melbourne policies, rules and procedures and in particular meet the standards of behavior outlined in the University's [Student Conduct](#) and [Alcohol](#) policy.

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