**![MCj02954450000[1]]()**

**Request for Kitchen Use & Food Service Worker**

1. Group/Department Name:
2. Name of Event:
3. Date of Event:
4. Which school kitchen will be used?
5. Time Kitchen & Food Service Worker are needed:

From      to       *Please specify am or pm.*

1. Number of Food Service Workers needed:
2. What will be prepared/served?
3. What equipment is needed?
4. Name of Event Coordinator:
5. Phone number:

11. Date Request Submitted:

*\* Please send form to “Joseph Immordino, Food Service Director” at Jackson Liberty High School. Requests should be received minimum 1 week prior to event. Kitchen Use must also be indicated on the Facilities Use form. Any questions? Call us at 732-415-7014!*

*Date Request Received: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Food Service Department Signature & Comments:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_*

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*A Food Service Worker is required for the use of kitchen facilities in Jackson Public Schools. The cost for the worker, food, and supplies are the responsibility of the group/department holding the event. Students/children are not permitted in the kitchen. Thank you for your cooperation!*