

TIERRA RETREAT

CENTER KITCHEN

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Tierra Retreat Center Kitchen Orientation and Agreement

Welcome to Tierra Retreat Center Kitchen! We have a great facility that we know you'll enjoy cooking in... keeping it bright, light and fun with a great assortment of quality infrastructure. Take a look at our recently updated kitchen inventory list to acquaint yourself with the equipment you have to work with while you are here.

Below you'll find our written Understanding of Use policy for the kitchen as well as some answers to common questions. Please feel free to contact Jen@tierralearningcenter.org with any unaddressed questions or concerns.

Tierra Kitchen Understanding

Hosting Party Responsibilities:

Food service at Tierra is contracted directly through the hosting party. The hosting party is ultimately responsible for the inventory and health standards of the kitchen facility. Please recognize that Tierra Retreat Center is a “host-less” facility rental. The rental party has agreed to host their own event. Of course, the kitchen is always at the center of all things good, so you as food service providers will find yourself in an un-cloistered but oftentimes busy environment.

At Tierra, we often have same day turn a-rounds – you may find yourself hot on the heels of another group or with another group coming in hot on your tails. Below are some talking points that should be discussed between the hosting party and the catering/ cooking staff **before arrival to Tierra**. Please convey this info to all family & friends assisting with food prep too. You will also receive a full kitchen orientation when you arrive for your wedding. It is also helpful for anyone else using the kitchen during your wedding to receive this orientation as well.

- Kitchen check- in and check-out times:
 - Check in: 1-3pm (contracts differ) the day of arrival
 - Check out: 2pm the day of departure
- How the timeframe equates to the scope of meals desired during the event
 - Prep time required
 - Clean up time- please plan on at least **3 hours of clean up on check out**
- Dishwasher, bussing, and garbage and recycling duties and if they should be assigned to someone or hired out
- Other individuals using the kitchen while the caterers are using it. Please discuss timing.
- Ensuring all parties are aware of the kitchen amenities, their use, the kitchen inventory, and the space provided to store food items (coolers, shelves, freezer)
- **State of cleanliness the kitchen will be upon arrival and is expected to be upon departure:**

- Surfaces cleaned (countertops and shelves)
- Stove top and grill top cleaned (**the grill top must be cleaned if used!**)
- Refrigerators: walk-in and reach-in shelves clean
- Dish Sanitizer machine emptied and cleaned-with food strainer tray emptied into the compost
- All plates, glassware, and silverware cleaned, separated from rentals, and put away. **Please, no stickers or markers are to be used on any glassware.**
- Compost, garbage, and single stream recycling cans emptied with new trash bags. Compostable bags are provided for compost and garbage. No bags are needed in the recycling containers.
- Floors swept and mopped (broom and mop in the mop closet at the back of the kitchen)

We strive for this standard and expect that at check-out time the kitchen is returned to this state. Any cleaning left for us to do that is above and beyond (ex: washing any unwashed dishes, cleaning out unwanted food from fridges, emptying over-filled garbage cans, etc.) will be expensed to the host party's damage deposit at \$250.00/hr.

Infrastructure in the Kitchen:

- Coolers & Freezer: Whenever possible, we allow early drop-off of items that need refrigeration. Please coordinate early drop-off with Jen Caldwell, the Retreat Center Manager at Jen@tierralearningcenter.org
- Commercial dish sanitizer (not a dishwasher): Dishes must be rinsed clean before being run through the sanitizer. We recommend using two dish bins and a stainless-steel round inset pan filled with soap and hot water to pre-soak dishes and silverware before rinsing them off and putting items in the sanitizer. Tierra will provide all sanitizing solutions and will make sure sanitizer is running properly upon arrival.
 - **Please clean the food trap and screen after meals and at check out or the kitchen will get stinky and the sanitizer will overflow onto the floor.**
 - **Please wash all glassware in their appropriate storage racks. This is very important so that the glassware doesn't break!**
- Additional kitchen items: If the hosting party needs to rent additional dishware or you bring your own, it is the caterer or host party's responsibility to re-sort dishware and to leave the Tierra inventory exactly as found. Missing Tierra dishware (cumulatively over \$100 in value) will be charged against the damage deposit of hosting party.

Certifications and Paperwork

- Paid caterers must provide a valid WA state food handler's card.
- Hosting Party must provide a copy of their Banquet Permit if serving alcohol during the event. Banquet Permits are available through the Washington State Liquor Control Board at <https://lcb.wa.gov/licensing/online-banquet-permit>
- Hosting Party must secure a bartender with a liquor license if providing alcoholic beverages other than beer or wine.

Compost, Garbage and Recycling

Tierra Retreat Center composts and recycles with a concerted effort. Please take a moment to learn the systems – they're easy and your help is greatly appreciated. See Compost and Recycling Guidelines at the back of this Kitchen Guide for reference.

- **COMPOST: 96 GALLON CONTAINER OUT THE BACK OF THE KITCHEN:** All raw and cooked food (includes dairy, meat, and bones), food soiled paper, compostable packaging, and flowers can all be in the same compost containers. There are three 5-gallon buckets in the kitchen and two next the waste station area in front of the kitchen that can be used primarily for food and food soiled paper (napkins, paper towels, used parchment paper, etc.) There is also a 23-gallon slim jim can in the main room of the lodge that can be used for all compost. All compost must be in bags (provided.) All inside containers are emptied into the 96-gallon big container located out back of the lodge next to the garbage and recycling dumpsters. These are the [approved compostable products](#). You may also [order items](#) directly from the composting company, Winton Manufacturing.
- **RECYCLING: 4 YARD DUMPSTER OUT THE BACK OF THE KITCHEN (LABELED "NO GARBAGE"):** In Chelan County we have single stream recycling consisting of #1 and #2 plastic to include clamshell and rigid plastics, aluminum and tin cans, clean paper and cardboard (includes waxy cardboard and corrugated.) Boxes should be broken down and placed outside by the back kitchen door.
- **GLASS RECYCLING:** We don't have any way to recycle glass at this time. It will need to be put in the landfill or taken back to the Sponsor's residence to be recycled at their local recycling station. Please limit glass use if possible.
- **PLASTIC BAG & WRAPPER RECYCLING:** We have a receptacle at each waste station for recycling all **CLEAN** #4 plastic bags and all wrappers. This includes all grocery bags, clean Ziploc bags, bread bags, produce bags, floral plastic, napkin and paper towel packaging, any other clear plastic bags for food items, granola bar wrappers, cereal bags, snack bags, chip bags, candy bar wrappers, and any other wrapper. If these receptacles are filled they can be consolidated into compostable garbage bags. **Jen will collect the plastic and wrappers on check out day. Do not put these in single-stream recycling.**
- **STYROFOAM RECYCLING:** If you bring in any hard or soft Styrofoam, bubble wrap, or packing peanuts and don't need them please box them up and leave in the main room of the lodge. **DO NOT PUT THESE ITEMS IN THE LANDFILL!** They will be recycled at a Styrofoam recycling facility in Wenatchee, WA. THANKS!!

**Dumpsters for both garbage and single stream recycling are provided outside the back door of the lodge kitchen. You are responsible for emptying the inside cans into these dumpsters and receptacles.

Coffee, Tea and Water

We have a nice coffee station available for use. There is a mini fridge for storing cream located just below the high-quality brewer that brews directly into a pump thermos/ Air Pot (provided). We provide coffee filters (paper & permanent.) To work the coffee maker, all you need to do is push the 'On' button and then push the 'Brew' button. The coffee maker will turn off automatically. We have a professional-grade, single pot coffee grinder located in the kitchen. Tierra does not provide coffee, tea, sugar or creamers although there might be extras in the cabinet under the coffee maker.

Hot water is available on demand from a spigot on the coffee brewer. There is a water dispenser located on the Main Floor of the Lodge. Additional 5 gallon re-fillable jugs for the water cooler are located in the 'Water Closet' next to the handicap accessible bathroom on the Main Floor of the Lodge. Our water is spring fed at Tierra, so everyone can enjoy drinking out of the tap. **Please do not purchase bottled water for your event.**

What to Bring

Please refer to our Kitchen Inventory for more details

- All condiments and staples – oil, salt, spices, sugar, pepper, coffee, tea, creamer, etc,
- All food items

What to Bring Cont.

- All soft goods: **Please check ahead of time to see if we already have enough of these items in stock for your event.**
- **PLEASE DO NOT BRING GARBAGE BAGS!** Compostable garbage bags are provided for all landfill and compost cans (no bags for recycling)
- Food Service Gloves- required when handling any uncooked food per Chelan County health regulations.
- Approved compostable products: Paper/bamboo/bio-corn products for food service including napkins, cups, plates, and disposable silverware. Please **no plastic or Styrofoam disposables**. (Please check with Jen before bringing disposables as there is an assortment of disposables left over from previous events.)
- Take-Home Containers for Leftovers (if not taking home leftovers please check with Jen first to see if you can leave them in the cooler)

At Tierra, we are here to help establish good lines of communication. You're always free to contact us directly with facility needs or questions in the weeks leading up to the event.

Thank you again for being a part of the events happening at Tierra. We look forward to your stay!

Sincerely,
The Tierra Staff

By signing the Tierra Kitchen Agreement, you agree to everything in the Kitchen Guide to include the agreement, the kitchen inventory, the recycling and compost guidelines, and the kitchen check-out procedures.

Signed:

Date

Check-Out Procedures for Tierra Retreat Center Kitchen

All Kitchen clean up duties will be completed by Check Out time: 2PM.

1. Remove all personal items from guests or vendors. Make sure to separate rented equipment/ dishware from Tierra's inventory.
2. Please preform the following duties to clean the kitchen:
 - a. Floors swept and mopped
 - b. Surfaces cleaned (countertops and shelves)
 - c. Stove top cleaned: to include clean aluminum foil under burners
 - d. Refrigerator: walk-in and reach-in shelves cleaned
 - e. Griddle top cleaned
 - f. Dish sanitizer machine emptied and cleaned; **clean out sanitizer dish trap into compost bucket**
 - g. All dishes and silverware cleaned and put away
 - h. Glassware cleaned and put away in holders (wine, water, & champagne glasses)
 - i. Garbage, single stream recycle, and compost cans emptied to outside dumpsters with new trash bags (in garbage and compost only)
3. Other things to do while using the kitchen:
 - a. Clean out the sanitizer trap after all meals or the food will build up and smell and the sanitizer will overflow water onto the floor
 - b. Ensure all food scraps go into the compost buckets in the kitchen
 - c. **Do not throw away/ compost left over leftovers- ask Jen first!**
4. We compost and recycle at Tierra before we throw things into the landfill. Please help us help the planet by composting and recycling as much as possible! See guidelines in Kitchen agreement section: pg.4 and the following picture guides on pages 7-10

Single Stream Recycling Picture Guide: Please place in Blue Slim Jims or in Waste Station by Kitchen

#1&2 Plastic Bottles & Containers (includes clam shells)



Aluminum, Steel, and Tin Cans & Containers



All Waxy and Corrugated Cardboard

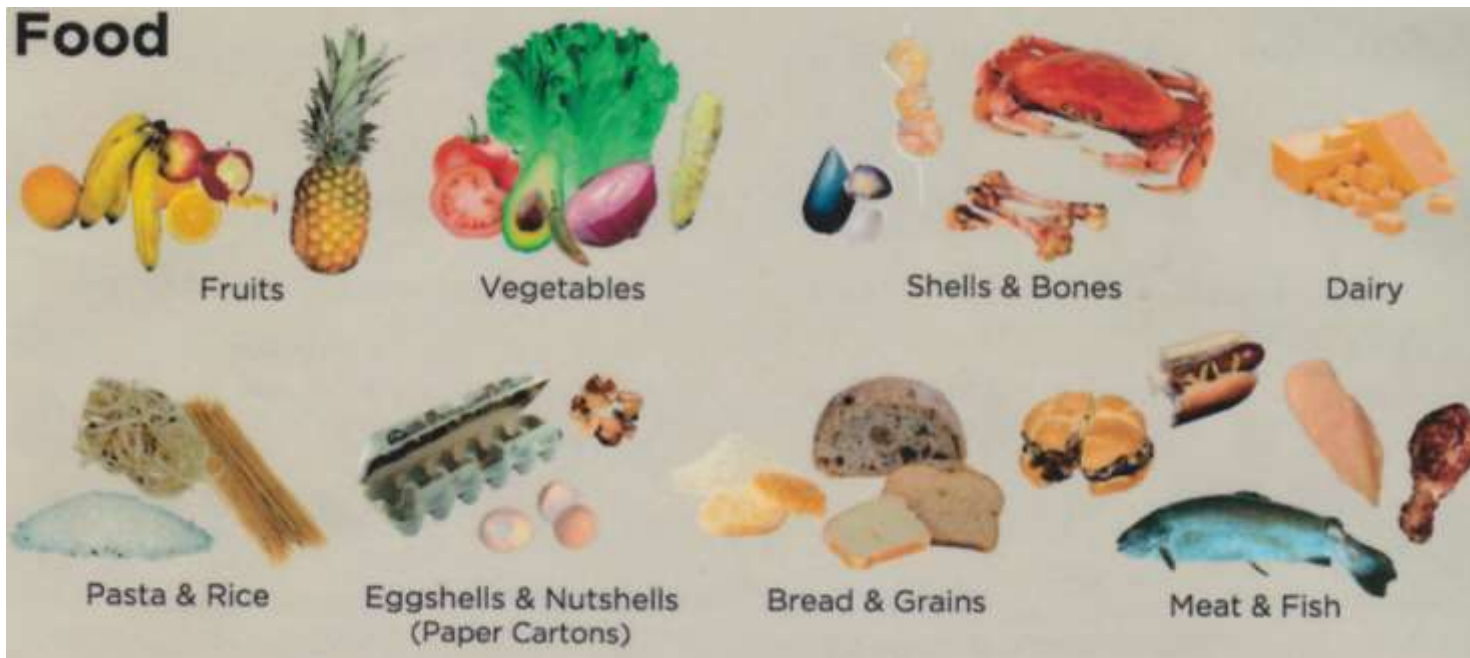


All paper except for laminated paper



Composting Picture Guide:

Food



Approved Compostable Packaging



Food Soiled Paper *No plastic- or metal-lined paper



Tea Bags



Paper Muffin Wrappers



Plastic & Wrapper Recycling Picture Guide: Please put in black receptacle in Kitchen; DO NOT PUT IN SINGLE STREAM RECYCLING- JEN WILL COLLECT THEM SEPERATELY

Granola bar & candy bar wrappers, cereal bags, snack bags, any plastic bag packaging, and ALL Clean Plastic Bags (produce bags, ice bags, Ziplocs, cereal bags, case overwrap, bread bags, bubble wrap, any plastic wrap/ packaging)



Bubble wrap & Styrofoam Recycling Picture Guide:

Please box up separately and set aside for Jen

Hard Styrofoam: Packaging, Take out Containers, Coolers, Food trays



Bubble Wrap



Packing Peanuts



2025 Tierra Kitchen Inventory

CAO: 3/20/25

Inventoried Items Provided by Tierra		Inventoried Items Provided by Tierra	
Quant.	Inventoried Hardgoods	Quant.	Inventoried Hardgoods cont.
27	Baking sheets: Full size	2	Industrial convection ovens
6	Baking sheets: 1/2 size	1	Industrial gas grill top
5	Beverage Dispenser: Glass (4) & Plastic (1)	1	Industrial ice maker
2	Beverage Dispensers: Thermos; plastic; 5 gallon	1	Industrial mixer- Large
1	Blender	1	Industrial mixer- Small
2	Cambro container- 2 qt square	1	Industrial sanitizer & dish racks (multiple)
8	Cambro container- 4 qt square	1	Industrial two door reach-in fridge
1	Cambro container- 5.28 qt/ 5 L square	1	Industrial walk-in fridge
2	Cambro container- 6 qt square	3	Insulated air pots for hot beverages
3	Cambro container- 7.5 qt square	1	Knife Sharpender- Electric
2	Cambro container- 8 qt square	1	Microwave (small)
1	Cambro container- 8 qt round	5	Muffin pans, regular (22 cups)
4	Cambro container- 18 qt round	3	Muffin pans, regular (12 cups)
1	Cambro container- 18 qt square	1	Muffin pan, Jumbo (12 cups)
1	Cambro container- 22 qt square	21	Pitchers- Glass
1	Coffee Grinder- - large	15	Pitchers- Plastic
1	Coffee Grinder- small	18	Pizza Trays
1	Coffee Urn	1	Residential vertical deep freeze
2	Colanders- Large	1	Rice Cooker
15	Condiment dispensers (8 lg & 7 small)	4	Shelving for drygood storage (units)
24	Condiment sauce cups- metal	6	Steam table/ hotel pan lid- Full Size- solid w/ metal handle
2	Crock pots- mini	3	Steam table lids- Full Size- chafer cover w/ metal handle
2	French Press	7	Steam table/ hotel pan lid- 1/2 Size
2	Food Mill	2	Steam table/ hotel pan lid- 1/4 Size
1	Food Processor (14 cup)	3	Steam table/ hotel pan lid w/ 2 holes for 7 qt round soup pans
1	Immersion blender	18	Steam table pans/ hotel pan- Full Size
1	Industrial 4 bay steam table	4	Steam table pans/ hotel pan- Full Size with holes for steaming
1	Industrial 6 burner gas stove with oven	8	Steam table/ hotel pans- 1/2 Size
1	Industrial coffee maker	10	Steam table/ hotel pans- 1/3 Size

Inventoried Hardgoods cont.		Quant.	Inventoried Dishware and Utensils Cont.
1	Steam table/ hotel pans- 1/4 Size	150	Water glasses- matching in racks
6	Steam table/ Vegetable inset 7.25 Qt (round pans for soup)	144	Wine glasses- matching in racks (6-8 oz)
2	Steam table/ Vegetable inset 11 Qt (round pans for soup)	22	Wine glasses- matching- on shelf (6 oz)
5	Steam table/ Vegetable inset 7.25 Qt lid	Items below are subject to fluctuation in numbers and don't have a guaranteed count upon arrival. Please ask Jen for current quantity.	
11	Stock pots (various sizes)		
3	Stock pots (with holes for steaming)	Non- Inventoried Hardgoods	
2	Toasters (4 slice)	Bread pans- aluminum	
Quant.	Inventoried Dishware and Utensils	Bus tubs	
24	Bouillon cups	Cake stands	
140	Bowls, Ceramic (various sizes)	Creamer dispensers	
15	Bowls, Wooden Salad	Cutting boards- plastic and wooden	
150	Champagne flutes (7oz)	Flower vases- mixed patterns and sizes	
150	Forks, Dinner- matching	Frying pans- non-stick, steel, & castiron	
75	Forks, Salad- matching	Funnels	
98	Forks- various sizes & styles- non-matching (by request)	Mixing bowls- metal misc.	
88	Goblets- misc. glass	Pie Plates- glass and ceramic	
150	Knives- dinner- matching	Roasting pans- glass	
212	Knives- dinner- various; non-matching (by request)	Rolling pins	
150	Knives- steak	Salad Spinner	
1	Liquid measuring dispenser- 1 cup	Salt and pepper shakers	
2	Liquid measuring dispenser- 2 cup	Sauce pans	
3	Liquid measuring dispenser- 8 cup	Serving bowls- glass, ceramic, and plastic (misc. sizes)	
2	Liquid measuring dispenser- 4 qt	Serving platters & trays- glass, ceramic, and plastic (misc. sizes)	
59	Mugs	Strainers	
150	Pint glasses	Non-Inventoried Dishware and Utensils	
199	Plates: dinner- various white plates (29 in cabinet)	Bottle openers & Cork screws	
31	Plates: dinner- maroon and white pattern	Cake knives & servers	
197	Plates: small	Can Openers- handheld & large industrial	
18	Souffle cups	Charcuterie board utensils	
150	Spoons- matching	Citrus Squeezers	
223	Spoons- various sizes & styles- non-matching (by request)	Cup measures	

Non-Inventoried Dishware and Utensils Cont.	Non- Inventoried Softgoods
Graters- standing & handheld	Aprons
Grill scrapers	Bleach
Ice Cream Scoopers- various sizes	Brown paper towels (hand towels)
Knives- sharp cutting and sharpening stones	Cleaning Rags (washable)
Ladles- metal and plastic	Dish sponges and scrubbies
Melon ballers	Grill bricks
Metal serving spoons	Hand washing dish soap
Pastry cutters	Hot Pads
Peelers	Kitchen Garbage and compost Bags: Compostable ONLY
Pie servers	Liquid hand soap
Pizza cutters	Sanitizer machine dish soap, rinse aid, and sanitizer solution
Spatulas- serving and scraping	Items Not Provided by Tierra
Spoon measures	Items below are not provided by Tierra and should be brought with you. Please check with Jen first.
Tongs	
Water glasses: glass (misc. size)	Aluminum foil, wax paper, saran wrap, or parchment paper
Water glasses: plastic (misc. size)	Coffee, cream, sweetener packets
Wine glasses: glass (misc. sizes)	Condiments: oil, hot sauces, ketchup, spices, salt, pepper
Whisks	Disposable silverware- Compostable ONLY!
Wooden spoons	Food service gloves
	Paper cups, bowls, plates, and napkins- Compostable ONLY!
	To- Go/ Leftover Containers