



TIERRA RETREAT

CENTER KITCHEN

GUIDE

Agreement

Check Out Procedures

Recycling & Composting Guidelines

Inventory



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.

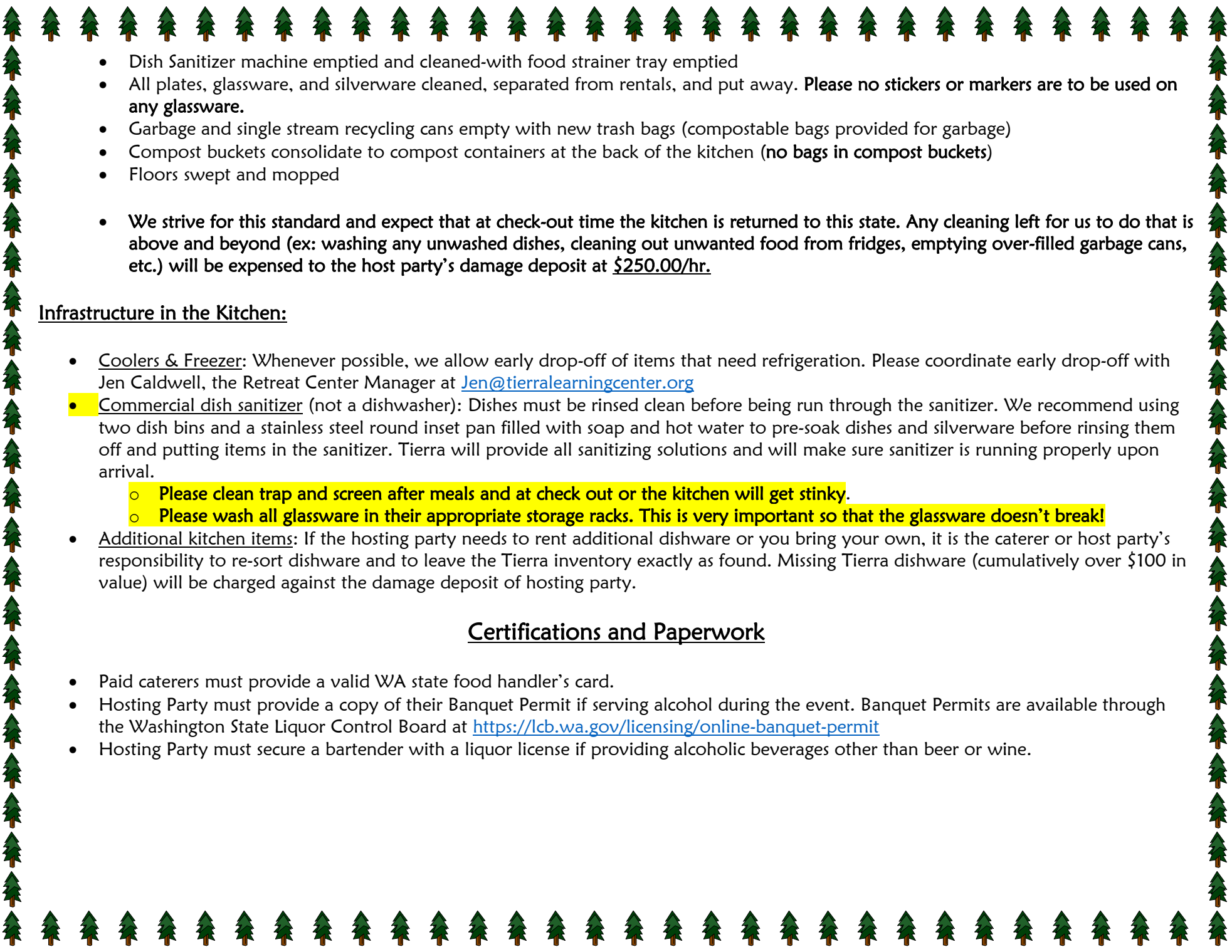
Tierra Kitchen Understanding

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)

- 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
- 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, grill top, and ovens cleaned
 - Refrigerators: walk-in and reach-in shelves clean

- 
- Dish Sanitizer machine emptied and cleaned-with food strainer tray emptied
 - All plates, glassware, and silverware cleaned, separated from rentals, and put away. **Please no stickers or markers are to be used on any glassware.**
 - Garbage and single stream recycling cans empty with new trash bags (compostable bags provided for garbage)
 - Compost buckets consolidate to compost containers at the back of the kitchen (**no bags in compost buckets**)
 - Floors swept and mopped

 - **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 trap and screen after meals and at check out or the kitchen will get stinky.**
 - **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:** Only plant food waste goes in the compost; no paper products, no bones, no meat, and no dairy. One small can for food waste is available near the sanitizing station, one is next to the main room waste station and there is also one is at the back of the kitchen. Please take the time to separate out all food scraps into the compost and not in the landfill. **NO BAG is needed in the compost containers.**
- **RECYCLING:** In Chelan County we have single stream recycling consisting of #1 and #2 plastic to include clamshell and rigid plastics, aluminum and tin cans, all glass, clean paper and cardboard (includes waxy cardboard and corrugated.) Boxes should be broken down and placed outside by the back kitchen door.
- **PLASTIC BAG & WRAPPER RECYCLING:** We have a receptacle next to the landfill and single-stream recycling cans for recycling all **CLEAN** #4 plastic bags and all wrappers. This includes all grocery bags, clean Ziploc bags, bread bags, produce bags, 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. **(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!!

**Receptacles for both garbage and single stream recycling are provided outside the back door of the lodge kitchen. As long as trash and recycling have been moved to the appropriate outside receptacles, we'll collect this stuff daily (usually early AM).

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 the 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 cold 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 cans (no bags for recycling & compost)
- Food Service Gloves-Required when handling any uncooked food per Chelan County health regulations.
- Paper/bamboo/bio-corn products for food service including napkins, cups, plates, and disposable silverware. Please **no plastic or Styrofoam disposables.** **Tierra's compost is not able to process compostable tableware at this time.** Thank you for understanding. **(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 agreement, the Kitchen Inventory, 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 and ovens 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 and single stream recycle cans emptied to outside cans with new trash bags (in garbage 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
 - b. Ensure all food scraps go into the compost buckets in the back of 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!
 - a. Compost: (grey cans with green lids in back of kitchen) All food scraps except for meat and bones; no paper products other than paper towels at this time; all coffee and filters can go into the guest compost.
 - b. Single-stream recycling: (blue slim jim container next to stove) All #1 & #2 plastic; all clamshell and rigid plastic containers; aluminum, steel, and tin cans; paper; waxy and corrugated cardboard; and all glass. Please break down big cardboard boxes and place them out back next to the recycle containers.
 - c. Plastic bag and Wrapper recycling: (blue square container under cabinet by phone) All plastic film to include grocery bags, Ziploc bags, bread bags, clean saran wrap, tortilla bags, or any other clean clear bags; All wrappers to include granola bar wrappers, cereal bags, and all other food wrappers and packaging
 - d. Bubble wrap, packing peanuts, and Styrofoam: Please put in a box or consolidate to garbage bags and set aside. Jen will pick it up after check-out.

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

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



Aluminum, Steel, and Tin Cans & Containers



All Glass (any color and size container)

All Waxy and Corrugated Cardboard

All paper except for laminated paper

Includes cleanish compostable paper plates, bowls, and cups



Composting Picture Guide: Please put in the 2 gray buckets in back of kitchen

Fruits, Vegetables, Bread & Grains ONLY; NO Paper, wax, or plastic; No meat or bones

THESE ITEMS ONLY:

- Fruits and vegetables
- Coffee grounds/filters
- Egg shells
- Tea bags (REMOVE METAL)
- Bread, cereal, chips
- Old potting soil
- Dead flowers and plants



Plastic & Wrapper Recycling Picture Guide: Please put in black receptacle in Kitchen

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



2022 Tierra Kitchen Inventory

CAO: 8/16/22

Inventoried Items Provided by Tierra		Inventoried Items Provided by Tierra	
Quant.	Inventoried Hardgoods	Quant.	Inventoried Hardgoods cont.
23	Baking sheets: Full size	1	Industrial ice maker
4	Baking sheets: 1/2 size	1	Industrial mixer- Large
2	Baking sheets: 1/4 size	1	Industrial mixer- Small
5	Beverage Dispenser: Glass & Plastic	1	Industrial sanitizer & dish racks (multiple)
2	Beverage Dispensers: Thermos- 5 gallon	1	Industrial two door reach-in fridge
1	Beverage Warmer	1	Industrial walk-in fridge
1	Blender	3	Insulated air pots for hot beverages
2	Cambro container- 1 qt round	1	Knife Sharpender- Electric
2	Cambro container-2 qt square	1	Microwave (small)
3	Cambro container- 4 qt square	5	Muffin pans (22 cups)
1	Cambro container- 6 qt round	1	Muffin pan, Jumbo (12 cups)
4	Cambro container- 6 qt square	21	Pitchers (plastic)
2	Cambro container-8 qt square	13	Pizza Trays
2	Cambro container- 18 qt round	1	Residential vertical deep freeze
2	Cambro container- 22 qt square	2	Rice Cooker
1	Coffee Grinder	4	Shelving for drygood storage (units)
1	Coffee Urn	6	Steam table/ hotel pan lid- Full Size- solid w/ metal handle
1	French Press	3	Steam table lids- Full Size- chafer cover w/ metal handle
1	Food Processor (14 cup)	7	Steam table/ hotel pan lid- 1/2 Size
2	Immersion blender	1	Steam table/ hotel pan lid w/ 2 holes for 7 qt soup pans
1	Industrial 4 bay steam table	17	Steam table pans/ hotel pan- Full Size
1	Industrial 6 burner gas stove with oven	12	Steam table/ hotel pans- 1/2 Size
1	Industrial coffee maker	5	Steam table/ hotel pans- 1/4 Size
3	Industrial coffee maker- permanent filters	9	Stock pots (various sizes)
2	Industrial convection ovens	2	Toasters (4 slice)
1	Industrial gas grill top		

Quant.	Inventoried Dishware and Utensils	Non-Inventoried Dishware and Utensils Cont.
142	Bowls, Ceramic (various sizes)	Metal serving spoons
17	Bowls, Wooden Salad	Peelers
162	Champagne flutes (7oz)	Plastic scrapers
150	Forks, Dinner- matching	Spatulas- serving and scraping
89	Forks, Salad- matching	Spoons- serving- various sizes & styles- non-matching
185	Forks- various sizes & styles- non-matching	Spoon measures
92	Goblets- misc. glass	Tongs
150	Knives- dinner- matching	Water glasses: glass (misc. size)
116	Knives- dinner- various sizes & styles- non-matching	Water glasses: plastic (misc. size)
154	Knives- steak	Wine glasses: glass (misc. sizes)
1	Liquid measuring dispenser- 2 cup	Wine keys and bottle openers
1	Liquid measuring dispenser- 4 cup	Wisks
3	Liquid measuring dispenser- 8 cup	Items below are subject to fluctuation in numbers and do not have a guaranteed count upon arrival. Please ask Jen for currant quantity.
1	Liquid measuring dispenser- 4 qt	
168	Pint glasses	Non- Inventoried Hardgoods
171	Plates: dinner- various white plates	Bread pans- aluminum
31	Plates: dinner- maroon and white pattern	Bus tubs
133	Plates: saucers	Cake pans
112	Plates: small	Cake trays
150	Spoons- matching	Creamer dispensers
154	Spoons- various sizes & styles- non-matching	Condiment bottles & lids- plastic
150	Water glasses- matching in racks	Cutting boards- plastic and wooden
122	Wine glasses- matching in racks (6-8 oz)	Flower vases- mixed patterns and sizes
20	Wine glasses- matching- on shelf (6 oz don't fit in rack)	Frying pans- non-stick and cast-iron
Non-Inventoried Dishware and Utensils Cont.		Funnels
Coffee mugs (misc. size/pattern)		Mixing bowls- metal (misc. sizes)
Cup measures		Pie Plates- aluminum, glass, and ceramic
Graters		Roasting pans- aluminum and glass
Ice Cream Scoopers- various sizes		Rolling pins
Knives- sharp cutting and sharpening stone		Salad Spinner
Ladles- metal and plastic		Salt and pepper shakers

