

GEMPLIFE KITCHEN POLICY: TERMS AND CONDITIONS OF USE

The Park Owner has supplied and installed commercial equipment in a designated area of the Country Club to allow operation of a Commercial Kitchen **['Kitchen']** for Home Owner/s to use and enjoy. The GemLife Kitchen Policy Terms and Conditions of Use **['Policy']** deals with the operations of the Country Club Kitchen.

1. The relevant Food Licence must be obtained through the Local Government Authority by the Home Owners Committee **['HOC']**.
2. The Kitchen is not intended to replace Home Owners own kitchens, appliances and equipment.
3. Home Owners working in the Kitchen must abide by the conditions of the Food Licence, at all times.
4. The Kitchen is a shared community space and all Home Owners are to respect the rights of all other users of the space.
5. Home Owners must wear appropriate footwear i.e. closed in/covered shoes. Thongs, sandals, barefeet or open toed shoes are not considered as suitable and are not to be worn.
6. Home Owners must receive appropriate training in the use of the commercial equipment installed in the Kitchen. There is a list of volunteer Home Owners qualified to conduct training available from the Resort Manager.
7. The Kitchen equipment must used in accordance with the Manufacturers' Instructions.
8. Home Owners must not operate the Kitchen equipment if they are not confident and comfortable doing so.
9. The Kitchen must not be used for anything other than its intended purpose.
10. Pots, pans, crockery, cutlery, utensils etc have been supplied and must, when not in use, be stored in the pantry/store room provided in the Kitchen.
11. Home Owners and their guests, must wash and sanitise their hands in accordance with Food Handling requirements prior to preparing any food. Handwash, sanitiser and gloves have been provided for this purpose.
12. Dish cloths/scourers/tea towels etc have been provided for Home Owners to use. After use they must be washed and then returned to the Kitchen ready for other users.
13. All pots, pans, cutlery, crockery, cooking utensils etc must be washed with hot soapy water or in the dishwasher after use.
14. All pots, pans, cutlery, crockery, cooking utensils etc must be dried and placed in the store room ready for use.
15. Home Owners are not permitted to affix or display any signage in the Kitchen without permission from the Park Owner.

16. To minimise risk of odours and pest infestation, all Kitchen garbage bins must be double bagged, prior to food scraps and waste being placed into the bins. When bins are full, both the bags must be securely tied to ensure that the contents are fully enclosed.
17. 240 litre wheelie bins are not permitted in the Kitchen. Smaller bins have been supplied for rubbish and must be emptied into wheelie bins in the bin storage area in readiness for the regular Council waste collection services.
18. At the end of use, refrigerators, dishwasher, benches, sinks etc must be wiped down and left in a clean and tidy manner. The floor must be cleaned and mopped.
19. The Cold Room is to be kept locked when not in use.
20. If a Home Owner has cause to believe they have been involved in an incident or accident within the Kitchen, then the relevant party must report the incident or accident to the Resort Manager.
21. The Home Owner must -
 - a. report any incidents and/or accidents to the Resort Manager as soon as possible; and
 - b. complete an *Incident Report* and provide to the Resort Manager as soon as possible.
22. Home Owners must report any issues with the equipment to the Resort Manager. Home Owners are not permitted to "fix" issues themselves. Any costs incurred, that were caused by a Home Owner attempting to rectify a Kitchen equipment problem, will be referred to the HOC and will not be paid by the Park Owner.
23. The Resort Manager will check levels of dishwasher and combi oven chemicals and replace as required.
24. To ensure that a constant supply of gas is available to the Kitchen equipment, Home Owners must notify the Resort Manager when the gas cylinder is empty and swapped over to the spare cylinder so a replacement can be ordered.
25. A caterer may operate a café out of the Kitchen. In this instance the caterer will be responsible for the care & cleanliness of the Kitchen during and after the café operating hours.