

AARC Workgroup
4/12/17 minutes

1. PARD Registration Demographics (old business from last meeting)- Taja - Postpone
2. AARC Commercial Kitchen Policies (re-review of document before publishing - attached) –
 - a. Taja reviewed & explained policies
 - b. Discussed cost of meeting requirements
 - c. Discussed process and permits
 - d. Note: Health Department is next door, so possibility of inspections high
3. PARD Pickfair Community Center (potential senior activities) – Taja
 - a. Spicewood Springs area (open for after school program – large AA population)
 - b. Taja will explore possible opportunity for expanding Sr. Meal program – supported by Workgroup**
4. Kitchen renovation update - David Taylor
 - a. Punch list last week (1 fairly major)
 - b. Substantial completion this month – 17th
 - c. Final inspections: Health, Fire, building COA
 - i. Health Inspection Friday
 - d. Keys – Sr. meal vendors, equipment

(vegetarian/non-vegetarian)

e. Cooking – food permit

f. No kitchen use unless renting the ballroom

g. Liability Insurance required for any rental

5. Public Event Leader: Want to commit to ACC
ESL classes as well as kitchen oversight

(investment)

6. HR report (attached) -

a. Workstation installed last week. Started
using today (4/12)

AARC Commercial Kitchen Policies and Regulations

Renters are responsible for all content, educating all kitchen users and catering staff on content and must adhere to the rules and policies within.

Kitchen Usage Requirements:

1. A signed agreement for ballroom or conference rental space, the \$50 Kitchen Rental fee and \$100 Kitchen Damage & Cleanup Deposit.
2. Certificate of General Liability Insurance naming the City of Austin as additional insured. *(A list of special event insurance can be provided upon request).*
3. Temporary Food Event Permit for all events, public or private.

Kitchen Rules:

1. Renter is responsible for compliance with temporary food service requirements. Failure to comply may result in closure of food service until the item is corrected and verified by a Health Department representative.
2. Moving or removing kitchen equipment is prohibited.
3. Styrofoam, glass and single use plastic bags are prohibited at all times *(City Code)*.
4. No deep fryers inside the building.
5. The outside door from the kitchen is for loading and unloading only; otherwise it must be kept closed at all times.
6. No children under the age of 14 years* should be allowed to operate kitchen appliances. All children in the kitchen area should be properly supervised by a responsible adult. *(*employment age by Fair Labor Standards Acts)*
7. Store coats, purses and other belongings away from food preparation areas and do not eat or drink in food preparation areas.
8. Gloves must be worn at all times when handling food. Wash hands with soap and warm water before working in the kitchen, after using the bathroom, and often during preparation and serving.
9. Food, coffee grounds or other waste may only be placed in the scrap collector or trash; never in the sink. Cooking oil must be disposed of in the grease trap.
10. All dishwashing must take place in the Hobart and all dishes, pots, pans and utensils must be scraped into the scrap collector prior to being placed in sinks. Never, under any circumstances, shall dishes be rinsed or washed in any of the hand sinks.

11. The hand washing sinks may only be used for handwashing, under no circumstance should they be used for washing or rinsing food
12. By the end of the rental period:
 - a) Clean all kitchen equipment, wipe surface areas, and sweep and mop per the rental inspection checklist
 - b) Turn off appliances
 - c) Report any non-functioning equipment or broken items to AARC staff
 - d) Put all trash and recycling in exterior trash and recycling dumpsters and replace liners.

FAQ

1. When is a Temporary Food Permit required?

A temporary food event permit is required when serving open food or beverage at a private or public event held at the AARC.

Caterers and restaurants are required to pull a temporary food event permit when operating outside of their fixed food establishment.

2. Do I need a Food Handler's Permit?

A food handler's permit is not required for events pulling a temporary food event permit or private events, however it is recommended to have staff or volunteers preparing or handling food for public events to obtain a food handler registration. Food handler education is designed to reduce foodborne illness by improving the food safety knowledge and practices of those working with food. Accredited Food handler courses are available online and are effective for two years.

3. Can I rent the kitchen for private food preparation, cooking classes, or other kitchen activities independent of a facility rental?

The kitchen is setup for use with a paid rental of the ballroom or other AARC rental spaces and for the Senior Meal Program.

4. Do I bring my own equipment?

We do provide some basic equipment, but you will need to bring any specialized equipment that you might need specifically for your food preparation. Once you have toured the AARC kitchen you will have a better idea of what to bring.

5. Is Storage available?

Storage is not available except during rental period. All items left beyond the rental period are subject to be discarded at management discretion. AARC is not responsible for any equipment, food or other items left in the kitchen.

6. Loading and Parking:

All loading and unloading may be done through the kitchen/loading area doors. Cars may be parked in the loading area only during active loading and unloading. All vehicles including catering vehicles must be moved to a parking spot immediately following loading and unloading. The loading area cannot be blocked at any time to comply with fire regulations.

7. Equipment Cleaning

Wipe down any equipment used by the end of the rental period with approved cleaning supplies in janitorial closet. For equipment that disassembles into smaller parts, you must wash removal parts in the three compartment sink. Stove burners that have been heavily soiled or have been covered with burn and difficult to remove residue must be removed from the stove and washed. No food scraps should be left on any equipment.

8. Overall Kitchen Cleaning

Renters are expected to clean the tables, counters, floors in the kitchen and any other area which requires cleaning as a result of renter use such as wall food stains, refrigerator spills, sinks etc. We rely on renters to leave the kitchen as you would want to find it.

9. Trash

All trash must be placed in the exterior trash and recycling bins at the end of your rental. Trash should never be placed in trash or recycling bins without bags. All liquids must be disposed of in three compartment sinks and should not be placed in trash. Cardboard boxes must be broken down, flattened and placed in exterior recycling bin.

10. What if something breaks?

While we work hard to maintain equipment, plumbing, and the myriad parts of a commercial kitchen, the reality is that something breaking down can be expected when so many things are involved. Unless the breakage is caused by renter mishandling of an item, we will take responsibility for fixing it. We ask all members to alert us immediately if anything is not working properly, so we can get the right professional out to handle the problem as soon as possible. We also ask everyone to alert us in advance if they anticipate a problem with some aspect of the kitchen or facility.

WEDNESDAY EMPLOYMENT ASSISTANCE AT ASIAN AMERICAN RESOURCE CENTER (AARC) -MONTHLY REPORT March 2017

Outreach at AARC

- Eight individuals were assisted at AARC.
- Employment Specialist worked 24 hours to provide employment services. Our Talent Exchange Career Expo took place Wednesday, March 29 so we did not have coverage at the AARC on that date.
- Sent news releases regarding Talent Exchange Career Expo to the 44 Asian media outlets
 1. 512news
 2. Asian Austin
 3. Asian Gazette
 4. Austin Chinese News
 5. Austin South Asian News
 6. Austin Weekend News- Chinese Community
 7. Bollywood Showtime
 8. But Viet Newspaper
 9. Capitol News
 10. Chop Suey, radio show on KOOP-FM 91.7
 11. Desi USA News
 12. Epoch Times
 13. Fil-Am Press
 14. Greater Austin Asian Chamber of Commerce
 15. Greater Austin Malayalee Association (GAMA) Newsletter
 16. Gujarati Samaj of Austin
 17. Gujarati Samaj of Greater Austin Newsletter
 18. Hindu Charities
 19. India Herald
 20. Indo-American News
 21. Iroha (DFW)
 22. Japan-America Society of Greater Austin (JASGA) Newsletter
 23. Korea World Newspaper
 24. Korean Church
 25. Korean Journal
 26. Korean News
 27. News Korea
 28. Pakistan Chronicle
 29. Southern China Daily News
 30. Texas Capitol News
 31. Texas Inc. News Korea

32. The China Press
 33. The World Journal
 34. Tre' Magazine
 35. UP News for Japanese Executives
 36. U.S. Front Line (usfl.com) (NY/CA)
 37. USA-SINO News
 38. Vietnamese Radio Station
 39. Voice of Asia
 40. Weekly Jangle (anglepress.com) (Chicago area)
 41. Weekly LaLaLa (dailylalala.com) (CA)
 42. World Journal (Chinese Daily News)
 43. World Journal Chinese Weekly
 44. World Journal-Texas Edition
- Sent Talent Exchange Career Expo Flyer to the following organizations/businesses/places of worship
 1. KP Indian Grocery
 2. Vietnamese American Community of Austin, Texas
 3. Man Pasand Grocery
 4. Gandhi Bazaar
 5. Asahi Imports
 6. Hana World Market
 7. MT Supermarket
 8. Asian American Cultural Center
 9. Texas China Care
 10. Korean American Association of Austin
 11. Indian American Coalition of Texas
 12. Austin Asian Chamber of Commerce
 13. Austin Independent School District Parent Support Specialists Coordinator
- Leonor Vargas
 14. Asian Community & Education Foundation
 15. City of Austin Asian American Network
 16. Asian American Contractor Association of Texas
 17. Asian American Journalist Association Texas Chapter
 18. Asian Family Support Services
 19. Austin Chapter of Taiwanese Chambers of Commerce
 20. Austin Filipino-American Association
 21. Austin Kannada Sangha
 22. Bangladesh Association of Greater Austin
 23. Indian American Coalition of Texas
 24. Austin Chinese Church
 25. Austin Korean Presbyterian
 26. Holy Vietnamese Martyrs
 27. Korean Baptist Church - Austin
 28. Austin Hindu Temple

29. Xian Yun Temple Austin
30. Sitagu Buddha Vihara
31. Radha Madhav Dham
32. Sri Sirdi Sai Baba Temple
33. BAPS Shri Swaminarayan Temple
34. Islamic Center of Greater Austin
35. North Austin Muslim Community Center
36. Islamic Center of Brushy Creek
37. New Africa Islamic Community
38. Islamic Center of Pflugerville
39. Sufi Center of Austin
40. Masjid Ibrahim
41. Islamic Ahlul Bayt Association
42. Nueces Mosque
43. East Austin Community of al-Islam

Advertisement/Marketing

- Posted Facebook and Twitter Posts each Wednesday that we were at the AARC throughout the day.
- Advertised in Epoch Times and Austin South Asian Monthly

Achievements

- Identified another vendor to work with on translations: Fast Translators. We will work with that vendor to translate additional brochures and literature promoting employment services.
- Translated Flyers for Talent Exchange Career Expo.
- One individual visited AARC in September 28, 2016 for assistance with applying and interviewing for an administrative specialist position with Austin Public Health. Danyale helped him with application and coached him on interviews. In March, he called to tell Danyale he was hired as an Administrative Specialist position Austin Public Health in January 2017. His position provides administrative support to the Chief Epidemiologist and the Epidemiology and Public Health Preparedness Division.
- Per Taja Beekley, furniture ordered for Danyale's workstation for the Library area is scheduled to be installed April 3. She has ordered a phone and computer, as well. Danyale will still be able to use the AARC non-profit office or another vacant office or room when they are available to assist patrons who need more privacy.
- Danyale is continuing to use Google Translator phone app to assist applicants with language barriers.

Challenges

- AARC Nonprofit Program Manager and Danyale have both been utilizing the office that Danyale uses temporarily. So far, this has not been a conflict.
- Traffic to visit AARC for employment services is still minimal.

Future activities

- **May 6** – Signed up to participate/have a booth in CelebrASIA Festival. Danyale is awaiting the registration confirmation
- **June** – (Tentative) - Community Job Fair Event. Austin Public Health is planning a community event targeting the Asian Community; Binh Ly has been designated from Austin Public Health to work with the Asian Community. Danyale is partnering with Austin Public Health to include a job fair as a part of the event.