



**KITCHEN**  
INCUBATORS

# **COMMERCIAL KITCHEN 305 NORTH MIAMI BEACH, FLORIDA**

## **Certified Commercial Kitchen Policy and Guidelines for Use**

The mission of Commercial Kitchen 305  
is to create entrepreneurs, nurture creative growth  
and to act on our values to help make this a better world for all.

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## **STATEMENT OF POLICY**

Commercial Kitchen 305 (CK305) is proud to own and operate its own certified and wonderfully equipped commercial kitchen. We have taken great efforts to establish guidelines for its use that will serve to keep the kitchen a healthy environment for all. We recognize that many groups and individuals of our community will use the kitchen as a support for their business venture. We recognize all entrepreneurs are important and all may use the kitchen to aid in their programs.

### **From our Covenant of Good Relations:**

We members, friends, staff and partners of CK305 covenant to treat ourselves and one another with respect. We vow to live our values, to learn, and to serve in ways that are fulfilling and responsible. We respect and honor ourselves and each other when we:

- listen, speak, and act with integrity and compassion;
- communicate openly without anonymous criticism; and
- express gratitude and appreciation.

The procedures established for the use of the kitchen reflect requirements to meet State of Florida Food Safety & Health (FDBPR)(FDACS) standards for health and safety and to maintain licensure as a commercial kitchen. It is imperative everyone follow the rules and guidelines.

## **KITCHEN SCHEDULING**

Kitchen facilities are available to CK305 members and any non-members who agree to abide by the following guidelines. Long term committed members will have priority to schedule by other members or non-members. To schedule use of our facilities, please contact Maria Arjona at (912) 306-4141 or [commercialkitchen305@gmail.com](mailto:commercialkitchen305@gmail.com). Please always check the kitchen calendar prior to request schedule of kitchen time to make sure the desired time is available.

## **KITCHEN USE**

To avoid any misunderstandings about policy and procedure, the kitchen will be following the DBPR codes. Following these codes will insure a positive State inspection for certified commercial kitchens, as well as keeping the kitchen clean and safe for all. An informational 3-ring binder kept in the kitchen will provide kitchen guidelines, equipment operation instructions, and other information you might need to make your kitchen experience a positive one. A master copy of the Kitchen Policies & Procedures will be available in the office.

## **KITCHEN MANAGER**

- The code requires that every food business owner or its manager holds a Food Safety Manager Certificate. We at CK305 consider the person in charge of producing the end product, like the chef or the baker, Kitchen Managers.

The Kitchen Manager is responsible for the day-to-day operation of the Kitchen space s/he occupies. The Kitchen Manager reports to CK305 Partners.

- The Kitchen Manager (KM) must be a DBPR-approved certified Food Safety Manager and must be present in the Kitchen at all times food is being prepared. The KM's role is to assure that DBPR health and safety guidelines are followed as required.
- Any food handler assisting the KM in the Kitchen must be properly trained in advance in the use of the equipment and in DBPR food preparation procedures. It is the responsibility of the KM to train and oversee his or her staff.
- The KM may also train a limited number of Kitchen Supervisors to relieve the KM as necessary. All Kitchen Supervisors must also hold a DBPR-approved Food Safety Manager certification.
- KM will be responsible for maintaining an updated and current CK305-log of all food-related equipment they use in the Kitchen. This report will allow us to maintain a record of the equipment usage for proper and continuous maintenance.
- KM is responsible to train and supervise all personnel utilizing the Kitchen. Maintain a current listing in the CK305-log of all food handlers working with the KM at all times who have been trained and certified to use the Kitchen.
- KM is responsible for reporting any janitorial or maintenance services needed to maintain or repair the Kitchen.
- KM is responsible for inspecting the facilities following their use to ensure all policies and procedures have been followed specially does dealing with cleaning.
- KM is responsible for maintaining the sanitation and upkeep of the Kitchen in accordance with the DBPR regulations and CK305 guidelines.
- KM is responsible for reporting to the Partners any findings, inappropriate use of equipment by other members, crowding of share space, misconduct from any person, dirty work stations, overtime equipment usage and anything a KM feels must be reported in an effort to maintain a clean and courteous share kitchen.

### **Open Source**

Open Source is a commercial kitchen where a KM would prepare the food for events where food is "served for profit" or the event is "open to the public." For all of these events, food will need to be prepared in a certified, licensed facility if brought in from outside (not prepared in our certified Kitchen). All outside catering companies must provide a date- and event-specific Certificate of Liability Insurance.

### **FOOD HANDLER HEALTH AND HYGIENE**

Prior to the use of the kitchen, the Kitchen Manager should instruct all of the Kitchen workers for their event to do the following:

- Do not come to the kitchen if you are sick with a contagious illness such as influenza (chest cold and fever), have a bad cold or symptoms of a stomach ailment (diarrhea or vomiting), or if you have had diarrhea or vomiting in the past 72 hours.
- Remember to bring any medications or reading glasses that you may need.
- Come to work in the Kitchen wearing clean clothes.
- Bring some kind of hair restraint to wear in the Kitchen. This can be a hair net, scarf, cap or hair-tie that will keep hair neatly in place and out of the food.
- If you have long, polished fingernails, consider trimming your nails and removing nail polish. If you come to the kitchen with polished nails, you will be required to wear gloves at all times.
- Wear comfortable close-toed shoes. For safety and sanitation reasons, sandals and other open-toed shoes may not be worn by Kitchen workers.

### **CARE OF EQUIPMENT**

- Manuals with complete use and care instructions for all Kitchen equipment are housed in the Kitchen office.
- If and when repairs are needed on any equipment, the KM must be notified. Please do not attempt to make repairs on your own.
- If purchase of new items is needed, submit a request to the Partners for consideration.
- CK305-owned utensils and equipment are not to be removed from the Kitchen at all.

### **KITCHEN EVALUATION**

The Partners will evaluate the condition of the Kitchen after each use for compliance with these guidelines. Should the areas not be organized or cleaned in accordance with our standards you will be charged with a cleaning fee and/or will forfeit any deposit. Misuse of the Kitchen may lead to a group or individual forfeiting their right to use the kitchen in the future. A "Kitchen Use Log" will be filled out by everyone who uses the Kitchen. It is a checklist of procedures to follow in equipment use, cleanup, etc., as described in the Kitchen Policy. Kitchen Use Log sheets are on the information wall. Please sign and return the log to the appropriate area of the Kitchen wall when your time is completed.

### **GUIDELINES FOR KITCHEN USE**

Kitchen food safety standards are based on those regulations set forth by the DBPR. We ask all Kitchen workers to remember that safety and sanitation should always come first when making work decisions in the preparation, dishwashing or serving areas. This will keep food safe and avoid accidents. Please refer to "Guidelines for Clean Up" on Page 6. Follow the guidelines in the DBPR's Food Handler's Guide to Food Safety to:

- Keep food and work areas clean.
- Prevent cross-contamination.
- Cook each food to its appropriate doneness temperature. Use a thermometer.
- Chill and store food safely.

**To ensure that the food you prepare and serve in our Kitchen is safe, we would like Kitchen workers to pay special attention to the following information:**

- Always wash hands with soap and warm water for 20 seconds before beginning food preparation, after handling food, or changing from one task to another (e.g., cutting meat to cutting bread) and after using the bathroom.
- Cover hands with a bandage and a clean glove at all times if you have a cut or infection on your hands.
- Wash, rinse and sanitize cutting boards, serving dishes and countertops after preparing each food item and before you go onto the next item.
- After cutting raw food, wash cutting boards, knives, and countertops with hot, soapy water and sanitize them.
- Always use a clean cutting board for food preparation. Use different cutting boards for raw meats (red), veggies (green), and cooked foods (white).
- Use a food thermometer according to the instructions found in the thermometer case and in the Food Handler's Guide on page 13.
- Serve foods in small containers, using a clean container to refill supplies from the oven, saucepan or refrigerator. Keep hot food hot (135°F or above) and cold food cold (41°F or below).
- Remember the 2 hour rule. Perishable food should never be left in the temperature Danger Zone (between 41°F and 135°F) for more than 2 hours. This includes both hot food and cold food. If it's been more than 2 hours (or 1 hour in temperatures above 90°F) — discard the food.
- Store ready-to-eat food (bread, salad, cake) on the highest shelves in the refrigerator. Store raw meats and poultry on the lowest shelves.
- Before the event, read the information on safe thawing and storage.
- Allow foods to rest after microwave cooking for the recommended time. This will allow food to complete the cooking process.

**To reduce the risk of a food-borne illness as well as to protect personal safety and comply with DBPR regulations, the following guidelines must be followed when using the Kitchen:**

- A.** The Kitchen will not be used as a building entrance and exit for general purposes, but only for related activities for a scheduled Kitchen event.
- B.** Only the assigned helpers who are certified food handlers are permitted to be in the Kitchen.
- C.** No children under the age of 15 may be in the Kitchen for any reason.
- D.** All assigned authorized helpers must wash their hands in the designated hand washing sinks following the procedures posted above the sink before starting to work.
- E.** Gloves must be worn during all phases of food preparation as well as when arranging ready-to-eat food for serving.
- F.** Hair coverings, caps, or bandanas are required for men and women while in the Kitchen.
- G.** Clean aprons, provided by the church's reputable linen service, must be worn at all times, except when using the bathroom. Please see KM for issuance of an apron.
- H.** Store coats, purses and other belongings away from food preparation areas.
- I.** Food Handlers may not eat or drink in the Kitchen. However, tasting and covered water bottles are allowed ("sippy" type – no open containers).
- J.** Cut only on cutting boards and not on the stainless steel counter tops. Wash all counter tops and work areas with the sanitizing solution so designated.
- K.** The 3-compartment sink is for dishwashing only. Instructions are posted above the sink.
- L.** The food prep sink located in the front wall is for food preparation only.
- M.** The Mop Sink is located in the janitor's closet outside. This location is for filling the mop bucket with water plus approved cleaning product (water and solution are pre-mixed) and the discharging of the wastewaters only.
- N.** The use of the beverage refrigerator is reserved for the KM scheduled in the Kitchen. Additional cooling, dry and freezing space is available for rent.
- O.** All Kitchen carts are to be used only for food service purposes. These are to be cleaned and sanitized after each service.
- P.** All foods prepared for an event must be either removed from the kitchen or should be distributed among the people using the Kitchen or taken home by the event holder. No leftover (unless otherwise agreed with Partners) food items are to be left in the refrigerator, freezer, cupboards or shelving. Exception: some leftovers, if properly labeled and within approved time limits, may be labeled and used for Social Hour service, at the discretion of the KM.

## **GUIDELINES FOR CLEAN UP**

- All dishes, utensils, pans, etc., are to be cleaned, air dried and put back in the appropriate storage space. Nothing is to be left in/on the sinks, tables, floors, or counters. Handles of utensils and silverware should all face the same direction
- Food processor and all its components are to be washed, rinsed, dried, reassembled and returned to their proper storage after use, according to posted instructions.
- Sinks, counters, table tops, equipment, etc. must be thoroughly cleaned and sanitized after use.
- All rubber rugs must be lifted off the floor, taken outside and cleaned accordingly.

## **Sanitizing Spray**

- Put 32 oz. cold water into spray bottle.
- Using the measuring spoon attached to the bleach bottle, measure 1 Tablespoon bleach and mix with the water.
- Rinse the spoon in clean water and re-attach to bleach bottle.
- Effectiveness of spray does not last during long storage; throw away leftover spray before your group leaves.
- Any food spills in refrigerator, freezer, microwave, stove, or ovens must be cleaned thoroughly using the appropriate cleaner and method as described on the cleaning instructions posted on the equipment.
- Fryers must be free of oil; if required the fryer must be cleaned with your own cleaner in order to remove undesired leftovers and left ready for next user.
- Floors and under all counters and equipment should be swept clean, mopped, sanitized, buckets washed out, mop heads rinsed, squeezed dry and hung to dry inside the mop bucket and returned to the janitor's closet.
- Empty bucket wastewaters into designated mop sink ONLY. Cleaning or rinsing of mops or custodial equipment in any Kitchen sink is against health codes and therefore not permitted.
- All trash must be properly bagged and placed in exterior dumpster.

**Important Note:** CK305 is not responsible for cleaning the Kitchen, including mopping the floor. Groups using the Kitchen should identify the person doing the mopping or CK305 will hire a person to mop and the fee may be passed on to the group.

## **USER CHECKLIST FOR MAINTAINING THE KITCHEN**

- Fans above stove must be turned on when cooking and turned off before leaving unless someone is ready to use it afterward.

- Dishes, pots, pans and utensils washed, dried, and returned to storage position.
- Countertops and sinks washed, sprayed with sanitizer, and air-dried.
- Stovetops washed clean, oven wiped clean (if used).
- Microwave, refrigerator and freezer wiped clean of spills and spatters.
- Leftover foods properly disposed of according to KM's discretion.
- Kitchen floor swept clean and thoroughly mopped.
- Supplies and equipment returned to their proper places.
- All tables and chairs wiped clean.
- Waste trash cans' bags tied and taken to the dumpsters. This is to prevent sour odors and varmint infestation from regular arbage. Dumpsters are located outside back door of Kitchen. All empty boxes must be broken down to flats and then placed in dumpster.
- Trash cans relined with proper size bags (spares are located at bottom of each trash container). Designated KM or Supervisor, caterer, or event holder must sign Kitchen Use Log (please see page 18) verifying that all food handling and clean-up procedures have been followed. Kitchen Use Log sheets are on the information wall.

#### **VIOLATION OF STANDARDS OR BREAKAGE**

If the Kitchen is left in an unacceptable condition after use by any KM, member, and non-member or non-profit organization, a verbal arning will be issued by a Partner of CK305. A second incident will result in a written warning to the person and/or lay leader and a scheduled meeting with a Partner of the CK305. A third violation will terminate the person's and/or organization's right to use the Kitchen CK305 holds the right to over pass the warning period and terminate immediate if the Partners deem necessary. Any damage, abuse or loss occurring during the usage of the kitchen must be recorded on an incident report and given to the KM orSupervisor overseeing the event who in turn will forward it to the Partners. Restitution, if necessary for the damages will be determined by the Partners at CK305. Generally, the organization or event group will be charged for the replacement of missing or broken items.

#### **KITCHEN FIRST AID**

There is a First Aid Kit located on the shelf underneath the POS in the counter. Incident reports are at same site and should be completed and submitted to Ck305 office.

Date checked/signed \_\_\_\_\_(completed by Kitchen Manager)

Kitchen checked by \_\_\_\_\_

Group Name \_\_\_\_\_

Signature \_\_\_\_\_

Recommendation for future use \_\_\_\_\_