

The Kitchen Use Policies

Brought to you by LEAP

1. **Rate Schedule:** The attached rate sheet shows the fees attached to the different services provided by LEAP. This schedule may be changed at any time. Efforts will be made to give users as much notice as possible before changes are made.
2. **Standard Operating Procedures (SOP's):** The attached SOP's are the core tools to insure that all food production at the LEAP Kitchen takes place in a safe and sanitary manner. Each business needs to develop their own SOPs for their particular manufacturing or food preparation process. At a minimum, they must include all applicable guidelines from the LEAP Kitchen SOPs. The Kitchen SOP's may be updated periodically and will be sent out electronically as well as posted in the Kitchen. It is the User's responsibility to see that every employee/helper receives, understands and follows any updated policies.
3. **Facility Use:** Users must schedule the use of a kitchen facility at least 24 hours in advance. You will be notified immediately by the calendar function if your scheduled time is approved or denied. If your desired Production Area is unavailable when you want it, you must reschedule your production plans. Special requests must be sent by email to Sam (sam@leapforlocalfood.org) at least 48 hours in advance. You will be charged for the amount of time you schedule, plus any documented overages. It is up to you to accurately anticipate your use to avoid wasting money. There will be a one month grace period to work with LEAP staff when you start using the facility to help you learn how much time you need to schedule.
4. **Shared Space and Separate Space:** The Kitchen is split into two separate facilities: the Baking Kitchen and the Hot Prep Kitchen. It is up to the User to determine which one best suits their needs and schedule accordingly. If you schedule one kitchen, you are NOT allowed to use tools or appliances in the other kitchen. Both kitchens share the tools, wares, and appliances in the walk-in refrigerator and ware washing area. It is the responsibility of the Users to keep their personal tools as well as the equipment from each kitchen in its proper place.
5. **Cancellations:** Cancellations of scheduled Kitchen use must be received as soon as possible but NO LATER than 24 hours in advance. Repeated cancellations may result in the User being assessed a fine (see "fines" below) denied use of the facility.
6. **No-Shows:** Billing is done by scheduled use on the calendar. If you no show after scheduling a time to use the facility, you will still be charged for that time. Exceptions will only be made for family or health emergencies.
7. **Eligible Users:** Only those Users and their employees that are listed and authorized by the Kitchen Manager are allowed to be in the production areas. Every User and employee must be listed in the User application, and have a unique kitchen access code. The registered user is responsible for any and all issues arising while their employee/helper is using the facility, even if the registered user is not present. The registered user should ensure that all of their employees/helpers fully understand and are in

compliance with the SOP's and safety/sanitation standards. LEAP will report serious violations to the registered user by phone or email; the User shall respond and correct the matter within 24 hours.

8. NO CHILDREN UNDER 16 are allowed in the kitchen areas.

9. NO LIVE ANIMALS are allowed inside the building at any time.

10. The Kitchen is a smoke-free and drug-free facility.

11. No eating or drinking is allowed in the food production areas. The Community Room, if it is available, may be used for breaks.

12. Set-up and Sign-In Sheets: All Users are required to sign-in on a Sign-In Production Sheet when they arrive at the facility at their scheduled time and begin to prepare for production. Before the paid production time, there is a no-fee 15-minute set up time to allow Users to bring their needed equipment and supplies and clean and sanitize their workspace. This no-fee time should not be part of the scheduled production time. If a User has a reservation during your cleaning time, please work to accommodate. If there are any non-emergency issues the Kitchen Manager should address, please note them on the Sign-In Production Sheet. Failure to accurately sign-in and out may result in the user being denied use of the facility.

13. Cleaning and Sign-out Sheets: At the end of the scheduled time, each User must thoroughly clean and sanitize their work area. The no-fee 15-minute clean up time is to be used for tasks such as sweeping, mopping, sanitation, and equipment cleaning. This time cannot be used to wash bowls, utensils, etc- that time needs to be built into your production time. After all cleaning is done, note the time you leave on the sign-in sheet. The no-fee 15 minute clean-up time must occur after the end of your paid, scheduled production time. Abuse of this cleaning time may result in additional hourly processing charges.

14. Facility Failure: In the event of equipment failure or other facility issues that compromise production, no charge will be made for lost hours. Users MUST fill out a Facility Incident Report within 24 hours of the occurrence to be eligible for a credit.

15. Garbage Disposal: Users may dispose of garbage in the blue bins outside the facility on the side of the building farthest from the parking lot. Recyclable materials must not be put in the garbage. Please put cardboard, metals, and plastics in the recycling bin.

16. Dry Storage: Fees are charged on a monthly basis. Each bin must be clearly labeled with the User's name. Opened food items must be stored tightly covered in containers labeled with the container's contents. All items must be in the bins and on shelves or otherwise off the ground at least 6 inches. The areas around stored items must be kept clean, swept and mopped as often as needed, but at least once a month. User must keep their bin clean, inside and outside.

17. Cooler Storage: Fees are charged on a monthly basis. All items must be clearly identified and labeled with the User's name. Food items must be stored tightly covered. Remember that you are paying for cooler storage by the shelf. It is to your advantage to arrange your items in the most space efficient way, keeping in mind food safety guidelines that dictate raw meats, poultry, fish, seafood and eggs stored on lower shelves to prevent cross contamination. There will be a shelf available for these types of foods for User's who are paying for cooler storage. You must clean and sanitize your storage shelves at least once

a month. You must mop your area immediately if there are any spills, even if it is just water or melting ice.

18. Storage Safety: Note that while long-term (any time beyond the daily use) storage is assigned, it is not locked or individually secured. There is a strict policy against borrowing or using the stored tools, products, or ingredients of another user, even if you intend to replace it. Any reports of breaking this policy will be taken seriously, and are grounds for dismissal.

19. Shared Use Facility: Please remember that this is a shared-use facility with NO janitorial service. If you notice that trash containers in the kitchen, community room, or rest rooms are getting full, please empty them into the garbage can and re-fit them with provided plastic trash bags. The same is true for toilet paper, paper towels, etc.

20. Small wares: Users will provide their own towels, pots, pans, packaging, small wares & other special items necessary to their specific production needs. Do not leave your personal small wares or cleaning rags in the kitchens. They may be sold or thrown away without notice.

21. LEAP does NOT provide thermometers or scales for use in production. Users should invest in such equipment to meet their regulatory & record-keeping needs.

22. Shared Helper Equipment—The LEAP Kitchen has a few speed racks and rolling carts that are aides during production. They are NOT to be used for long-term storage, and should be cleared as soon as possible to allow for use by other users.

23. Deliveries. LEAP does not receive shipments addressed to Users. It is the responsibility of the User to make arrangements to be on-site when deliveries are scheduled or they may be refused.

24. LEAP Property. No equipment or other items belonging to The Kitchen is ever allowed to leave the premises.

25. Fines. The fine for violation of Facility policies is a minimum of \$25.00 per occurrence.

26. Dismissal. As per the User Agreement, LEAP reserves the right to terminate the contract and deny use at any time.