

## *Commercial Kitchen Use and Management*

1. Who will actually be using the kitchen? Estimated utilization.

Seven individuals have been identified at present, but confidence is high others will use the facility in the future.

Jenna Kranz

Kathy Crika

Steven Whyman

Candice Anthony

Justin Ellis

Kelly Penn

Flowing S Farms

\* Several calls come in annually to our office for need of such a facility. A couple other Vendors at Farmers Market have also requested need of a commercial kitchen.

2. Who will manage commercial kitchen?

Jackson County Extension. Kerri Rayburn, Administrative Assistant and Sherrie Peeler, Family and Consumer Science Agent will be the primary contacts for the use of Commercial Kitchen.

3. What are the operating rules of the kitchen? These rules should include scheduling, maintenance and cleaning.

Please see below for Stecoah Valley Kitchen Rules Checklist and also Cowee School Commercial Kitchen for user fees. A simple Contract will also be needed and can be acquired from these sources.

4. What types of inspections will be necessary for the kitchen? i.e. NCDA primarily and County Environmental Health possibly

The kitchen as specified will accommodate the uses that fall under NC Department of Agriculture. The specifics of environmental health inspections are largely dictated by the menu. The current plan just needs more air drying space and access to the mop wash area. If there was ever a need to expand use that fall under environmental health inspections, then more refrigeration space would be needed. Renee Pierce of NCDA will be our Regional Inspector

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## **Stecoah Valley Food Ventures Kitchen Checklist & Requirements**

**The person in charge of the event must review and sign this checklist with the Program Manager PRIOR to use.**

All clients of Saechao Valley Food Ventures must make sure that the SVFV Kitchen is cleaned in the manner that you have been instructed. If you are unsure of any procedure, please ask the Project Manager for further instructions. Remember, that for clean-up time, no rent is being charged to make sure that proper cleaning is accomplished.

### **Before Use:**

- Is the kitchen clean?  
(If not, please list what was not cleaned?)
- Has the Project Manager sufficiently gone over the use of the equipment?
- Do you know the location of cleaning supplies and equipment?
- Have fire exits been identified? (Kitchen, meeting room, back door, gymnasium doors.)
- All food contact surfaces (sinks and prep areas) must be cleaned and sanitized before use.

### **During Use:**

- Doors to the gymnasium must remain closed and locked.
- The hood exhaust fan and supply fan must be on.
- Proper hair restraints must be worn.
- Proper hand washing must be utilized, and gloves must be worn as required.
- **Proper sanitation procedures must be used.**

### **After Use:**

- All trash will be removed from facility at the end of your use. (Deposit in the dumpster behind Stecoah Valley Center) Trash containers that are soiled must be washed with hot, soapy water, rinsed with hot clear water and left to dry, inverted in Janitor's Closet. Line clean trash cans with white trash liners.
- Used cleaning cloths and gloves, if dirty, will be placed in the container adjacent to the washer/dryer.
- Turn off stove, grill, oven, etc.
- All equipment utilized will be cleaned with hot soapy water and sanitized with the sanitizer in the orange bottle.

- All small wares will be washed with hot soapy water, rinsed, and sanitized in a sink with warm water with Quaternary Sanitizing Tablets. (One tablet per ½ sink of water.) Small wares should be allowed to air dry before storage.
- The entire kitchen floor will be swept and mopped.
- Notify Project Manager of any irregularities that may have occurred during event.
- Make sure that you take your finished product, containers, food supplies, etc., with you.
- Turn off lights. Check that all doors are shut tightly and locked.

In case of damage, notify Program Director immediately. It will be determined at that time if you will be charged for any damage.

\_\_\_\_\_  
(Signature of Kitchen User)

\_\_\_\_\_  
Date

### **Cowee School Arts and Heritage Center**

Macon County Heritage Center

51 Cowee School Drive

Franklin, NC 28734

[www.coweeschool.org](http://www.coweeschool.org) 828-349-1945

### **Kitchen User Fee Schedule**

(Individual or Non-Profit)

1. SECURITY DEPOSIT \$ 100.00  
This amount will be to pay cleaning costs for users who leave the kitchen in an unacceptable manner, or will be applied to any damage or breakage caused by misuse of equipment. Balance will be returned when client is no longer using the facility.
2. SUPPLIES FEE \$ 5.00 per user per day  
This fee covers supplies that are used in the kitchen such as dish soap, sanitizer, disposable aprons, gloves (1 pair for every 4 hours of continuous use), and other incidentals.
3. KITCHEN USER FEE \$10.00 per hour  
The fee includes the kitchen user and up to seven (7) workers, as no more than eight (8) workers can comfortably occupy the kitchen area. A half-hour set-up time is allowed, off the clock, so that users may bring all their needed equipment and supplies into the kitchen and get set up for efficient processing. Cleaning time at the end of each kitchen user's operation will be done off the clock to ensure thorough cleaning and sanitation.
4. SPECIAL USES  
Packaging fee \$5.00 per hour  
Special use of the kitchen will be considered, and prices will be negotiated on a case by case basis.
5. FACILITY STORAGE FEE
 

Refrigerator	\$3.00 per day
Freezer	\$3.00 per day
Dry Storage (as space allows)	\$2.00 per day

Items stored will be labeled with kitchen user's name, date entered in storage and item(s) identified. Unit that item(s) are stored in will be cleaned and sanitized at least once a week. Item(s) will be packaged as not to adulterate any other kitchen user's item(s) stored in the same storage unit. Odoriferous items may require exclusive refrigeration or freezer space. Cowee School will try to accommodate kitchen users whenever possible. Dry goods that are stored will be in a plastic container that has a sealing lid.





OPTION 1 ① FLOORPLAN  
Scale: 1/8" = 1'-0"