



Launching Lakeland's Entrepreneurs

Kitchen Policies & Procedures

Our Mission:

We want to welcome you to the Catapult Commissary Kitchen. It has been and will always be our mission to help you build your dreams for culinary entrepreneurship. We will provide you with a fully licensed commissary kitchen to help aspiring entrepreneurs make their dreams a reality.

Changes:

The Catapult staff will release amendments and new versions of this document as the need arises, and will communicate to Kitchen Members in a timely manner that changes have been made. From time to time the State of Florida changes its practices, at which time we do our very best to notify you of these changes as soon as possible.

Requirements for the use of the Catapult Commissary Kitchen:

Reservations:

When making your reservation, we request that you consider others. If you are running late either at the beginning of your shift or at the end, please note that your time slot may not be extended past your reservation. We do our best to accommodate everyone's needs, although sometimes schedules do not permit flexibility. This means booking enough time for loading and unloading, prep time, and time to clean. All reservations MUST be booked online using our Google calendar. Please notify a member of the staff if you do not have access to the Google Calendar.

Cancellation:

Once your time has been reserved, the space becomes unavailable to others. We strongly recommend that you use your time wisely and consider how much time is needed to prepare your products. All Kitchen Members are asked to give a 24-hour notice of cancellation so that others wishing to use the Kitchen may have the opportunity to do so.

Payment:

The Kitchen Membership is \$125 per month, which includes access to the CoWorking area as well. If you would like to have an additional person working with you in the kitchen, it is an additional \$50 per person. There are several options for payment. The first option is online at our

website. You can choose to make a one-time payment or a recurring payment that will automatically charge your credit card each month until you stop it. The second option is in person, either through cash or check. Checks can be made payable to Catapult Lakeland, Inc. We do not keep change on us at Catapult, so if you do pay with cash, please bring exact change.

Entry into the Catapult Commissary Kitchen:

Catapult is a secured facility and can only be entered either through the atrium door or through the elevator (with access card only). The doors will remain unlocked during normal business hours (8:00 – 5:00). Any use of the facility after normal business hours will require the use of your access card. The Commissary Kitchen will remain locked at all times. You will need the kitchen key given to you to unlock the kitchen. You are required to secure the facility at the end of your shift.

Parking:

Parking is available across the street from the Bank of America parking lot. Parking is by permit only. Please display your parking permit when using the parking lot. Catapult Lakeland, Inc. is not responsible for any damage, theft, parking tickets, towing, etc.

Safety:

We strongly recommend that during your reserved time, you work in pairs. While we understand that this is not always possible, your safety is most important to us. Should there be an emergency during your shift, please call 911. We have a first aid unit available for your use located under the snack bar in the CoWorking area. You may also contact a member of our staff.

Kitchen Supplies/Maintenance:

Catapult Lakeland, Inc. will provide, mops, brooms, trash bags, paper towels, dish soap, toilet paper, and standard cleaning supplies. It is your responsibility to use these to adhere to the policy's and procedures of the kitchen. Should you notice that we are out of an item, please contact a member of the staff so that we can restock the items for you.

Our goal is to maintain a certified commissary kitchen through the state of Florida providing you an inspected facility to secure your food permits.

Storage:

The dry food storage area is located at the back of Catapult in the House Kitchen. Each member will be given one shelf in this closet to house their items. Please store all dry food items in sealed containers.

Refrigerator/Freezer Storage:

Storage is available but limited. Please label all food items in the refrigerator and freezer with your name and date using the tape and

marker provided. It is your responsibility to discard out of date products.

Storage requirements:

Organize and clean your storage area(s) regularly. Keep any personal ingredients, equipment, or products clean and organized in your designated space only. Do not store anything on shelves labeled as reserved. All products and food items not in their original containers must be clearly labeled with your name, current date, and contents. Items not clearly labeled or stored may be thrown away.

- a) Catapult Lakeland, Inc. is not responsible for equipment, food, clothing, etc. left at the kitchen.
- b) Do not store anything on the kitchen floor.

Please Note: If any equipment or food is improperly stored, the Catapult Staff may either move the items and/or discard them. Any stored food that, in the opinion of the Catapult Staff, poses a health risk will be discarded.

Cleaning:

Kitchen Members using the Catapult Commissary Kitchen facilities are expected to follow all proper sanitation requirements as well as keep the kitchen in a clean and professional state. Members are also expected to properly clean and sanitize after their shift, and keep the kitchen ready for use by the next shift. Our kitchen may be busy at times, and it is important that the kitchen remain professional and clean for visitors, whether it's the health department, other (potential) members, customers, service people, etc. If the Catapult staff has to clean after your shifts ends, then we will charge you **\$100** per time. If this occurs more than two times, the Catapult staff has the right to terminate your membership.

Wiping Down Equipment: Wipe down all equipment used at the end of your shift. Always use a clean rag, and clean with spray bottle. Be sure to wipe down any equipment used (don't forget often overlooked items like sheet pans, mixers, food processors, oven, etc.). For equipment that disassembles into smaller parts (i.e. mixers) wash, rinse, and sanitize the parts in the three compartment sink. If the oven is heavily soiled, remove the grates, and wash in three compartment sink. Spot clean the inside of the oven and wipe down the stove top if used.

Sweeping and Mopping Floors: Members are expected to sweep and mop the floors in all areas they use, including the sink areas. The mop, broom, and dust pan can be found in the janitor's closet located in the back of Catapult. The key to the janitor's closet is located on a hook in the

kitchen. Be sure to sweep under and behind tables & equipment. Fill the mop bucket with fresh hot water and *Increduloso* cleaner. When finished mopping, empty the mop bucket, rinse and ring the mop, and hang it in the mop sink to drip dry. All equipment must be put back where it was found.

Dish washing: Proper dish washing and sanitizing is important for both public health and cost containment. Members are expected to follow the standard wash, rinse, sanitize procedure in the triple sink (right to left).

Scrape into the trash all large food scraps, animal products, etc. This will make washing in the three-compartment sink easier, as well as save costs associated with overuse of soap and sanitizer due to changing dirty dish water. Use the triple sink for standard wash, rinse, sanitization of all dishes and equipment. If any compartment becomes dirty or too cold, empty the compartment, clean the sink, and refill as needed.

Just a few quick notes:

Attire

Please wear proper attire:

- Closed toe shoes
- Long hair should be tied back

Health and Safety

No glass, ceramic, or breakable containers in the kitchen. Drinks should be kept under the tables with lids/caps on them.

Sanitation and Cleaning

Scrape all heavily soiled dishes (large scraps, greasy/buttery bowls, grounds, animal products) in the trash. Wash all dishes and equipment in the 3-compartment sink (Right to Left: wash, rinse, sanitize) using the Ecolab cleaner. Air dry all dishes and equipment. Do not stack cutting boards or sheet pans while they are drying. Follow all proper sanitary guidelines for preparation of meat, including proper sanitization of equipment, tables, cutting boards, etc.

Finishing Your Shift

Be sure that large sheet pans, bowls, etc. are clean for the next person that will be using them. Particularly any greasy/buttery residue and baked-on food. Wipe down and sanitize all counters, tables, sinks, & equipment (doors, handles, knobs, controls, bases, etc) using sanitizer and a clean towel. Don't forget the stovetop and the inside of the oven. Sweep and mop all areas in which you have been working. Organize your storage area(s). Please keep all your equipment, ingredients, etc. in your designated area, clearly labeled.

If you need more room, please ask and the Catapult staff will do their best to accommodate. Be sure all food not in its original containers are properly labeled (name, date, and contents). Take out your trash. Trash bags should be tied and placed in the large dumpster in the Catapult parking lot. Replace all trash bags with clean bags. Break down all cardboard/ paper boxes and place them in the recycling container.

PLEASE NOTE:

Please check all stoves/ovens and equipment are turned off. Should a stove/oven or any equipment be left on after your shift a fine of \$100 for each occurrence, will be imposed upon you/your company and staff working under your licenses. If this occurs more than two times, the Catapult staff has the right to terminate your membership.

By signing this, I have acknowledged that I have read and fully understand the "Policy and Procedure" documents issued by Catapult Lakeland, Inc.

I also agree to preparing all food products in the Catapult Commissary Kitchen based on the Florida State guidelines, in which my food permit is issued.

Your name

Signature

Date