



GUIDELINES FOR MANAGERS OF COMMUNITY KITCHENS

Developed by the

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Whether you call it a shared-time, shared-use, community, commercial or incubator kitchen, it's all the same – you are utilizing a commercial facility where you can rent time and space to manufacture your own food products. As the manager of this type of facility, you are responsible for setting up requirements to ensure your operators are producing a safe and wholesome product.

SET-UP RECOMMENDATIONS

- Recognize the state or local agencies responsible for regulating operations
- Know the laws and regulations your facility and your operators are subject to, i.e. personnel policy to support Good Manufacturing Practices
- Determine whether your operators have an appropriate process flow
- Recommend operators seek product evaluations and guidance from processing authorities to ensure the safety of the manufactured product
- Establish written standard operating procedures and pre- and post-op cleaning and sanitizing procedures for operators; obtain recommendations from equipment manufacturers to ensure proper methods of cleaning
- Establish preventative maintenance for equipment, i.e. schedules, appropriate cleansers and operating lubricants
- Establish a written policy that if equipment is brought from an operator's home, equipment should be inspected, cleaned and sanitized prior to use
- Establish segregation of allergens during set-up of the processing schedule, as well as secure and segregate storage of raw materials and finished products, i.e. ready-to-eat and products intended to be further processed/heat treated
- Establish written safety procedures and safety training for chemical usage and storage
- Ensure security of property by monitoring the facility and the visitors or operators
- Establish written facility maintenance and pest control procedures
- Establish a policy for operators to conduct a process and product review (i.e. pre-licensing or initial inspection) with the appropriate regulatory agency

Types of products and processes considered high-risk when produced at a community kitchen:

- Low-acid canned food
- Smoked fish
- Bottled water
- Meat and poultry slaughter including fish evisceration
- Pasteurized products
- Some cheese and dairy products

WHAT YOU CAN EXPECT FROM A REGULATORY AGENCY:

- Observation of adherence to the *shall's* in the laws and regulations
- Provision of regulations and documents
- Resource for information
- Routine visits

