

NORTH COAST FOOD WEB KITCHEN USE & RENTAL GUIDELINES

Overview

Welcome to the North Coast Food Web (NCFW) kitchen! The NCFW commercial kitchen space is available for use by approved kitchen users. Our goal is to provide all partners with a clean and functional work space. To that end, please read and understand the following protocols and standard operating procedures, and direct any questions to Andy (andy@northcoastfoodweb.org).

Interested in using the kitchen? Read this document, then apply through the [Kitchen Application](#).

Requirements for Kitchen User

- Any person can apply to use the kitchen as an individual or on behalf of a business or organization. NCFW has the right to screen applicants for best fit with our program.

Priority Partners and Projects

While anyone is able to apply to use the kitchen, NCFW will prioritize bringing on partners who fit with our mission through one of the following:

- Supporting local foods, farmers, or food production (i.e. new or small food businesses)
- Increasing access to healthy, fresh, and local foods
- Building community around food
- Supporting diverse and/or historically marginalized identities and cultures
- Offering food or nutrition education

If your organization, project, or event aligns with the following characteristics, you'll be at the top of our list for kitchen use:

- Commitment to accessibility, equity, and inclusivity
- Long-term relationship between the partner and NCFW
- Use of locally-sourced food

Process for Kitchen Use & Rental

Steps for using our kitchen are outlined below:

Application

1. Fill out the [Kitchen Application](#)

Requirements

1. Work with NCFW Kitchen Manager to complete and sign the Kitchen Use Agreement.
2. Food safety: read and understand food safety requirements as detailed by the Oregon Health Authority food code (briefly outlined below, and in section of NCFW Good Manufacturing Practices).

3. Insurance: Add “North Coast Food Web” AND “Astoria Food Hub” as additional insured on some form of insurance for you or your business. Please contact Jennifer VanHook at Knutsen Insurance with questions (503 325-1541).
4. Register with The Food Corridor, upload required documents, and reserve kitchen time.

Kitchen Orientation & Use

1. New partners will receive an orientation to the kitchen
 - a. NCFW will check the kitchen after the first rental and provide feedback
2. During each period of use, partners will fill out the Kitchen Use Log
2. Kitchen Use Agreement may be re-evaluated every 6 months

General Kitchen Guidelines

Before you enter the kitchen

Before entering the kitchen to work, all applicants must have submitted the following current documentation:

- Food handling certification (Oregon Food Handlers or an equal or more robust certification (eg. ServSafe)).
- ODA or Environmental Health license appropriate to your stated activities in the NCFW kitchen (e.g. food processing, bakery, food cart, temporary event).
- Insurance policy (personal or business), with North Coast Food Web and Astoria Food Hub listed as additional insured.
- Signed statement from Kitchen Handbook.

This is a shared space. While it is unlikely that you will share actual kitchen time with any other partner, you will be using the same equipment and space as other renters and NCFW staff. To that end, please leave all space and equipment in clean and ready-to-use condition. We want to ensure that all partners can begin their work immediately with minimal set-up, without having to clean or organize after previous work.

Before you start cooking

Every work station must include a sani bucket containing sanitizing solution at the proper concentration. We use a chlorine-based (bleach) sanitizer, diluted to a concentration of 50 ppm (¼ teaspoon concentrated bleach per 2 qts of water). Please use a test strip to confirm proper concentration. Sanitizing solution should be replaced at least every two hours, or when it becomes cloudy or visibly soiled.

Hands should be washed before beginning work, between tasks, and whenever re-entering the kitchen. Use water as hot as is tolerable and scrub with soapy lather for at least 20 seconds, taking care to address nailbeds and wrists as well as fingers and hands.

Work surfaces, cutting boards, and utensils should be washed and sanitized frequently. More generally, all food safety guidelines must be followed at all times in the kitchen and storage facilities. This pertains especially to cross-contamination of raw and ready-to-eat foods, correct and accepted heating and cooling methods and timelines, proper storage of potentially hazardous foods, and personal hygiene. For detailed guidelines on these or other aspects of food safety, see the Oregon Health Authority ([Food Sanitation Rules](#)), or connect with Andy.

Please wash and scrub all used equipment and utensils before running them through the dishwasher. This is a low-temp sanitizing machine, and as such the wares must be clean *before* they go through the machine to be sanitized.

Before you leave the kitchen

Please allow time within your reserved time slot for packing up, organizing, and cleaning. All foods that will remain at the facility must be cooled to 40°F and stored securely on your fridge or freezer shelf. All work surfaces must be wiped down and sanitized when work is complete. All dishes must be washed, sanitized, and allowed to air dry (please make every effort to put all equipment and utensils away, but if still wet they can remain on drying rack).

Take out trash and recycling. These are located just outside the building on the north (river) side. Place a clean bag in trash can for next kitchen use.

Complete Kitchen Use Log (posted on wall by door).

Other things to remember

- Bring all ingredients you intend to use. NCFW pantry items, spices, and food stored in the fridge or freezer are not for use unless otherwise specified.
- Do not leave personal items in shared spaces, or any personal food in rented spaces.
- Keep any drink in a container with a tight-fitting lid, and store it below prep surface or outside of work area throughout the duration of your reserved time. Wash hands after handling personal items.
- Dress considerations: slip-resistant shoes; clothing that is not loose and flowy; no jewelry with the exception of a plain ring or band.
- Refer to Kitchen Basics reference sheet posted in dish area for quick guides to common procedures.

Responsible Party

One representative from the organization will be the Responsible Party for kitchen use. This person will be the primary point of contact and is especially important for long-term partners that regularly use the kitchen. The Responsible Party will be:

- Present for the full time the partner is using and reserving the kitchen.
- Responsible for signing and upholding NCFW Kitchen Use Policy.
- In charge of contacting NCFW staff to reserve time on the Kitchen Calendar.
- In charge of discussing kitchen use policies about food safety, organization, and sanitation with all members of the organization that use the kitchen.
- The primary contact for communications with NCFW.

Availability & Scheduling

Reserved kitchen time is recorded on The Food Corridor platform. The kitchen may not be available if NCFW or another kitchen renter has reserved time for use. Please try to keep reservation times as close to realistic rental times as possible. *We do have a fee for no-show for a rental date (\$15).*

Rental Rates

We're excited to build relationships with community partners through the use of our kitchen! Rental rates or exchange for use will be discussed between NCFW and the Kitchen Partner. "Exchange for use" means a type of payment in services or volunteer hours in lieu of the full or partial kitchen rental and may include: Volunteer Hours with NCFW, Goods or Services, and/or Other Agreement (such as promotion of events or technical assistance).

Kitchen Rental Rates:

- Rental rates range from \$10/hr to \$30/hr according to the tier in which Kitchen Partner identifies themselves to be located.
- Monthly rates are available and offer a proportionally lower rate than hourly rental, for all three tiers.

Other Exchange:

- Gift card for goods / services (for partners that are for-profit businesses)
- Volunteer hours with NCFW, particularly our Monthly Kitchen Clean-Ups
- Participation in fundraising projects for NCFW

Rental agreements are flexible, especially for Priority Partners and Projects and long-term or recurring use. The partner is responsible for damaged or misplaced equipment above \$30. Any such charges will be negotiated with the partner.

Kitchen Use Agreement

All partners must sign our Kitchen Use Agreement. The document has a space for the negotiated exchange for service, which is where the partner and NCFW will write the agreement for donations of money, time, or goods/services for kitchen use. The Kitchen Manager has the Agreement document and can review it with you.

Staff and Board Member Kitchen Use

NCFW staff and board members can use the kitchen at no cost.

- Staff or board member is limited to 10 hours of kitchen use per month.
- Staff or board member must contact the kitchen manager to reserve an available time slot on The Food Corridor.

- The General Kitchen Guidelines (see section above) should be followed.

Contact

Kitchen Manager: Andy Catalano andy@northcoastfoodweb.org

KITCHEN USE FAQ

Thanks for your interest in using North Coast Food Web's commercial kitchen! To make our kitchen space available as an asset to our community, we expect that partners using the kitchen will assure that the kitchen space, equipment, and supplies are left clean and organized for future use. Please read through the following criteria to make sure our space is a good fit, then fill out our [Kitchen](#) Application to apply to use our kitchen. If you have a question that is not answered below, please email us (info@northcoastfoodweb.org)

Can my organization use the NCFW commercial kitchen?

- We prioritize local, mission-aligned organizations and/or events. If you think you would be a good match, please apply here: [Kitchen](#) Application.
- Anyone using the kitchen must have a valid Food Handler certification and be able to add "North Coast Food Web" as additionally insured on their insurance.

How do I apply to rent the kitchen?

- Once you've read over the FAQs and the Kitchen Use Partnerships guide, please apply through the [Kitchen](#) Application. If you have questions that aren't answered here, please email us (info@northcoastfoodweb.org).

How much does it cost to use the kitchen?

- First, we want community partners to be able to use our kitchen, exchange for use is negotiable. If we can figure out a trade for services with your organization, we will! Subsidized rates are also available to priority partners - contact us!
- Our fees per hour of use (renters self-identify the appropriate tier):
 - Tier 1- \$10
 - Tier 2 - \$20
 - Tier 3 - \$30
 - One-time event \$250 (for use within a 24-hour period)

When is the kitchen available?

- The Kitchen Calendar shows all current rentals. In general, we cannot reserve the kitchen on days when we have events or our weekly market (Thursdays 8am-7pm).

Can I come see the kitchen? What kind of equipment do you have?

- Please email us to request a tour of the kitchen (info@northcoastfoodweb.org)
- We are working on a full list of equipment and inventory of our cookware. Until we have that list published, please call/email us with any questions.

What requirements do you have for using the kitchen?

- In general, our requirements are:
 - Use the kitchen in compliance with food safety and Health Code requirements, including Food Handlers certifications
 - Add North Coast Food Web and Astoria Food Hub as "additional insured" on your insurance.
 - Kitchen is left clean, organized, and sanitized for future use.

- Bring all of your own ingredients.
- Fill out the Kitchen Use Log.