



Poughkeepsie Open Kitchen [POK] Kitchen Member

Policies & Procedures

We are happy that you have chosen to be a part of this kitchen community!

Please look over the following and sign with management.

Guidelines & Expectations

The POK must be kept neat and sanitary. Please make sure that all surfaces (including floors) that you use are left spotless when you leave. When you arrive, if there is any sanitation problem, let the POK staff know.

You are welcome to use any of the equipment in the POK as long as it is returned clean, in the same condition you found it, and in the same place you found it. **You may not remove any of the POK equipment, small wares, etc. from the kitchen at any time.** This ensures that every member has access to all the equipment at all times. Please do not use equipment you are unfamiliar with. If you damage any equipment you will be responsible for replacing it.

Please let us know right away if there is a problem with **any aspect of the facility** so we can try to rectify the problem as soon as possible. This includes kitchen equipment, refrigeration, sinks, stoves, plumbing, bathrooms, garbage collection, electrical, etc.

All POK members must possess the correct licenses in order to be qualified to rent a space at POK. They must display their licenses/permits in the kitchen at all times while using the space.

Health Code Violations

The POK and its members are under the scrutiny of the New York State/Dutchess County Department of Health and the New York State Department of Agriculture and Markets. Our location is routinely inspected and any fines incurred by POK as a direct result of a member (or member's employee) failing to abide by the policies will fall on the offending members account. Violations of Codes will be noted and repeated will result in revocation of kitchen usage privileges, and cancellation of lease.

Parking

Limited onsite parking is available however, street parking is available along Main St. Please do not park on Cherry St. – exceptions made for deliveries to the loading dock. The POK is not responsible for any damage, theft, parking tickets, towing, etc.

Ordering From Vendors

Members are encouraged to establish their own accounts with vendors and place orders for delivery to POK directly. Please do not use the POK name as your business name for your account.

Every effort must be made to schedule delivery during a time *you or an employee of yours* can meet the vendor. On a limited basis, with at least 7 days notice, the POK staff will be available to accept deliveries. The POK will not address grievances with vendors. The loading dock can accept pallets 36" or smaller, please let your supplier know this ahead of time.

The freight elevator can be used to bring items down to the lower level for storage. Each kitchen member must receive a brief training on use of the elevator before use.

Clean Up Procedure & Appropriate Attire

It is important that the kitchen remain professional and clean at all times. Whether it's the health department, other potential members, or future customers, when working in the kitchen, members are expected to maintain the space by doing the following:

Members are responsible for cleaning all surfaces, equipment, and personal storage space. If POK cleans anything up after a member (counters, floor, and equipment dishes) a cleaning fee will be levied. The POK supplies trash bags and some specific cleaning supplies so please use them.

Proper dishwashing and sanitizing is important for both public health and avoiding cross contamination. Please use the dishwasher - the POK staff can offer a tutorial for any member upon request. Please be aware that if the dishwasher is not working properly it can mean the spread of pathogens – let us know if you think it is malfunctioning immediately. The three bay sink is available as well with posted instructions. Members are expected to clean in the following steps:

- Scrape all heavily soiled dishes, including large food scraps, animal products, etc into the trash.
- Wash, Rinse, Sanitize, Air Dry
- No grease or oil may be put down ANY drain. If tenant is found to be discarding grease into the drain a fine will be levied.

Members are expected to sweep and mop the floors in all areas they use, including the sink areas. Be sure to sweep thoroughly. When finished mopping, empty the mop bucket, rinse and ring the mop, and hang it above to drip dry.

Members must put trash and recycling in the correct location if you are found not properly disposing of refuse a fine may be levied. All garbage must be bagged and placed outside in dumpster. All boxes must be broken down and stacked neatly. Do not leave half full bags in the POK– there should only be fresh bags in each garbage bin upon departure.

As aforementioned it is important that POK members look clean and professional at all times while working in the POK. The POK branded aprons are available for member use – please wear them in the kitchen but please do not take them from the kitchen!

All members will have access to coin operated laundry to wash any linens that become soiled during kitchen usage or that you might need for your business. (We will not provide any detergent.)

Appropriate foot covering is a health and safety requirement. Shoes should have non-slip soles and must be closed-toe to prevent injury. Shoes must have a back.

Members should have their hair secured to prevent hair from falling into food or onto dishes.

Wash hands regularly. A hand wash sink is available in the kitchen and in the lower level. Members must wash hands between different food-preparation chores and after using the restroom.

Storage

Keep any personal ingredients, equipment, or products clean and organized in your designated space only. If your items are found on another member's shelf they are subject to being thrown away.

All products and food items not in their original containers must be clearly labeled with the member's name, current date, and contents. Do not store anything in the kitchen unless you have permission and you have paid your storage fee. Items that are not labeled, dated, and do not have a name on them will be discarded

Store all meat on the bottom shelf of the refrigerators. If you do not have a bottom shelf make sure meat is contained so that it is isolated and nothing can spill on other products.

Do not store anything on/in POK equipment (such sheet pans, pots, etc) without permission. If any equipment or food is improperly stored, POK staff may either move the items and/or discard them. Any food stored, that in the opinion of POK staff, poses a health risk, will be discarded with notice.

Storage Rates

Secured: \$5 key deposit

\$25 per dry shelf

\$45 per refrigerator shelf

Unsecured:

\$20 per dry shelf

\$40 per refrigerator shelf

Equipment Storage:

\$50 - \$300 depending on size and value (case by case basis)

Leasing with the POK

Rent is always due the 1st of the month for the upcoming month. If rent is not paid, hours booked will be released and are subject to rebooking. After a reservation has been made, members will receive a confirmation email with the space booked, time, and date of booking. Additional fees may be charged at a later time for such circumstances as; adding on more hours, clean-up issues, accrual of violation charges, etc. Upon initial rental agreement signing each member will pay a **\$100 deposit**.

Security

Please be aware that there are cameras in all of the cooking and prep areas including the lower level. This is for everyone's safety and well-being.

Each member will receive a key fob that will allow them access to the space during their specific rental hours. A **\$25** key deposit will be charged. It will allow access to the main entrance, the kitchen entrance, the lower level entrance, and the loading dock entrance. All fobs are loaned to members and must be returned to the POK staff upon vacating the premises, or Tenant shall be charged replacement costs. Any additional key fobs can be purchased for an additional **\$25** through the POK staff and will be returned with safe return of the additional fobs. Please bring up any key fob issues with the POK staff.

Cancellation Policy

30 day advance written notification is required by all members to terminate long term kitchen rental. Last month's rent will be forfeited if written notice is not received. Once you have booked kitchen time you are responsible for paying for those hours. While we understand that things come up, we have committed those kitchen hours to you and expect you to follow through with your financial commitment to POK.

Acknowledgement:

I have read and been informed about the content, requirements, and expectations of the POK. I have received a copy of the policy and agree to abide by the policy guidelines as a condition of rental agreement.

Member Printed Name: _____

Member Company Name: _____

Member Signature: _____ Date: _____

POK Staff Signature: _____ Date: _____