

ADDENDUM TO USE AGREEMENT Uhuru Jiko Community Commercial Kitchen Policies and Procedures

Our Kitchen, Our Community

The Uhuru Jiko Community Commercial Kitchen of the nonprofit African People's Education and Defense Fund is a licensed, shared-use commercial kitchen rental facility to create community commerce and self-sustaining economic activity for the African community. It provides the means for individuals to open or expand food businesses, unleashing culinary talents and tremendous potential.

Uhuru Jiko is a perfect place for:

- Catering and bakery businesses that do not want to overhead of building or equipment expenses or the commitment of a long-term lease.
- Production of food to be sold to the public at fresh markets, festivals, catered events, etc.
- Cooking demonstrations or group cooking classes.

Our kitchen space is available for rent by the hour. We offer short term and long term rental based on your needs. Please see our rental price rates and structure. Contact us at 727-821-2437 if you have any questions or would like to set up an appointment for a tour.

Introduction

These policies and procedures are intended to provide clear and specific rules and information for our users to adhere to. Uhuru Jiko may make changes to our policies and will produce amendments and new versions of this document as the need arises, and will communicate to users in a timely manner that changes have been made. At any point in time, the current version of the document will be available online through our website, and users should check the website regularly to familiarize themselves with the current policies and information.

Requirements for Kitchen Use

Before reserving kitchen time with at Uhuru Jiko, users must:

- Complete and sign the Application for Use of Uhuru Jiko.
- Sign the Use Agreement with APEDF.
- Sign a copy of the Uhuru Jiko Policies and Procedures Addendum to Use Agreement.
- Pay the security deposit. Monthly users pay 10 hours rent in advance.
- Provide a copy of a valid Food Managers Certificate.
- Provide proof of liability insurance with APEDF listed as additional insured, and maintain such policy for the duration of any kitchen use.
- Receive a kitchen equipment and policies orientation from Uhuru Jiko Coordinator.

These requirements may be waived at the sole discretion of APEDF.

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1. Application

Each individual or company must complete an application, providing references and authorizing a credit and/or background check. This information is completely confidential.

2. Reservations

Kitchen users must make reservations in writing to the Uhuru Jiko Coordinator, either in person or electronically. If necessary, reservations can also be made via phone to 727-821-2437. Reservations are accepted in the order in which they are received.

Your reservation is confirmed at the time we send you a written confirmation, generally within 48 hours of receipt of the reservation request.

Kitchen time can be reserved for the current and following month. On the 1st of the month, the next month will be available for reservations. For example, during August, time can be reserved for both August and September. On September 1st, time can be reserved for September 1st through October 31st. At the discretion of APEDF, reservations may be taken for dates further in the future.

Cancellation Policy

Once rental time has been reserved, it becomes unavailable to other users. Because of this, Uhuru Jiko maintains a strict cancellation policy to ensure kitchen time does not go unused. We encourage our users to carefully consider how much time is needed, and to use any overbooked hours for preparation, organization, experimentation, etc.

The following is our cancellation policy for kitchen time:

- Reserved kitchen time that is cancelled up to 7 days prior to the rented time will be credited as unused hours.
- Reserved kitchen time that is cancelled up to 72 hours prior to the rented time will receive 50% credit as unused hours.
- Cancellations made less than 48 hours prior to the rented time will NOT be credited as unused hours.

Kitchen reservations cannot be transferred or otherwise exchanged with other kitchen users without prior approval from Uhuru Jiko.

Extra Time, Scheduled or Unscheduled -- Using Unreserved Time

- Jiko users are expected to finish and clean within their reserved time.
- We realize that sometimes extra time cannot be predicted or planned for ahead of time, and we will try to accommodate you when needing extra time. Should you need extra time at the beginning or end of your scheduled time, please let us know immediately.
- Please respect other people using the space and plan appropriately. If another client has reserved time, and they agree to sharing time, work with them to ensure

that all work can be done. Clean up as much of the space as possible to make room for those with whom you are sharing time.

- Extra time will be recorded and charged as user's hours.

3. Payment

After a reservation has been made, users will receive an email confirming the space booked, and the time and date of the booking. Payment of the security deposit and a signed User Agreement must be received by Uhuru Jiko before the kitchen can be used. For monthly users, advance payment for the estimated monthly block of hours must be made. There must be enough unused hours left in the hours paid to cover the reserved time, or another advance payment must be made.

Payments by check

Checks must be received at 1245 18th Ave. S., St. Petersburg, FL 33705 prior to kitchen use. While business and personal checks are accepted, users will be responsible for a \$35 fee plus all fees and charges levied upon Uhuru Jiko or APEDF as a result of a check being denied for insufficient funds or any other reason.

Credit card payments

Payments may be made by credit card online or in person at the APEDF office.

Late Payments

Any monthly payment not received within 5 days of the due date is subject to late charges of \$10 per day.

4. Beginning your shift

- Users must always sign in/punch in with the time of entry to the kitchen.
- If you have any questions or concerns, or anticipate additional kitchen time than you have reserved, please speak with the Jiko Coordinator.

5. Scheduling Pick-up/Drop-off

We do not charge for kitchen use when dropping off or picking up product, ingredients, or equipment outside of a scheduled shift reservation. However users are expected to:

- Notify Uhuru Jiko of the times during which pick-up/drop-off will occur.
- Be unobtrusive to other kitchen renters or staff at Uhuru Jiko and APEDF.
- Require less than 15 minutes.

6. Storage

- Dry storage space is available on a first come, first served basis for a small fee. Kitchen users will need to provide lockable storage containers at their own expense, and provide Uhuru Jiko with key or access for health inspection purposes only.
- Refrigerated space is available on a first come, first served basis for a small fee. Freezer space is unavailable.

Storage requirements and policies

- 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 prep tables or shelves labeled as reserved.
- Do not store anything on the kitchen floor. All items must be 6” off the ground
- Do not store anything on the speed racks, or in Uhuru Jiko equipment (such as mixing bowls, sheet pans, pots) unless you have made special arrangements with Uhuru Jiko Coordinator.
- Uhuru Jiko is not responsible for equipment, food, clothing, etc. left at the kitchen.
- Always store cooked food above raw/uncooked food, produce and dairy above raw animal protein, as required by health code. Food must be stored in the assigned location. If space is limited, ask Uhuru Jiko staff for assistance in making room.
- All products and food items not in their original containers must be clearly labeled with your name, current date, and contents and must be contained in food-safe containers. Items not clearly labeled or stored may be thrown away.
- You are responsible for removing your leftover or expired products. Any stored food that, in the opinion of Uhuru Jiko staff, poses a health risk will be discarded.
- If any equipment or food is improperly stored, Uhuru Jiko staff may either move the items and/or discard them.
- From time to time, Uhuru Jiko staff may ask users to remove any or all their items from the dry and/or cool storage for special cleaning or inspections. If these items are not removed within 7 days, Uhuru Jiko may discard those items and will not be required to reimburse the user for those items.

7. Parking, Smoking and use of other APEDF property

- Parking is available for our kitchen users in the parking lot during rented kitchen time. Please do not block the dumpster. If you have special parking needs, please ask us. Uhuru Jiko is not responsible for any vehicle damage or theft.
- APEDF telephones are not available for users of the kitchen except in emergency.
- If the APEDF office is open, photocopies are available in the APEDF office for 5 cents per page, payable to the receptionist at time of use.
- **Smoking:** No smoking in front of the building on 13th St. or 18th Ave., or within 25 feet of any building entrance or exit. All smokers are responsible for cleaning up cigarette butts after each usage. Do not discard butts on ground anywhere near or around the facility. Uhuru Jiko reserves the right to assess kitchen users with a cleaning fee for cleanup of cigarette remnants.

8. Using and Sharing Equipment

Equipment is provided to Uhuru Jiko users as part of the hourly rate, including the ovens, range, mixer, vegetable slicer, fryer, griddle, some smallwares, and cleaning supplies.

- All kitchen users need to share equipment and space and be considerate of other users. Keep operations contained to accommodate other users. Keep sinks, racks and tables clear for other users.
- All community equipment needs to be washed and stored immediately after each use in a professional manner so each tenant can use them when needed.
- No community equipment is to ever leave the facility without permission.
- Carts and rolling racks should be kept clean and free for use by all tenants.
- No “borrowing” food or equipment without explicit permission from its rightful owner.

There are a number of items and supplies that Uhuru Jiko does not provide. This includes, but is not limited to, the following:

- Parchment paper, plastic wrap or aluminum foil
- Garbage bags (except for use in trash cans)

9. Kitchen Use and Cleaning Policies

General Guidelines

Uhuru Jiko users are expected to follow all proper sanitation requirements as well as keep the kitchen in a clean and professional state. Renters are also expected to properly clean and sanitize after their shift, and keep the kitchen ready for use by others. It is important that the kitchen remain professional and clean at all times for visitors -- health department representatives, other (potential) renters, community center visitors, service people, etc.

Additional Charges:

If the kitchen is not left in a clean, sanitary and acceptable condition as determined by APEDF supervisors, a \$25 per hour clean-up fee will be assessed.

Dishwashing and Sinks

- Proper dishwashing and sanitizing is extremely important. Use the triple sink for standard wash, rinse and sanitization of all dishes and equipment. If any compartment becomes dirty or too cold, empty the compartment, clean the sink, and refill as needed. Chemical test strips are available to test the concentration of bleach sanitizer.
- All food scraps, grease, butter and animal products should be scraped into the trash. Do not allow food and grease down the drain, and never pour any grease into the sink or into a toilet! Scrape waste into the trash and remove all grease and waste prior to putting any dishes or equipment in the sinks.
- No storage of dirty or clean equipment on or in sinks. Sinks are to free of all debris after each use.

- No defrosting of meats, poultry, seafood or other food products directly in sink. Use bowls, tubs or buckets to defrost any items. No direct contact of meats, poultry or seafood in sinks.
- Air dry all dishes and equipment – do not towel dry (per health code). Do not stack cutting boards or sheet pans while they are drying -- dry boards individually on speed racks or drying rack. Dry sheet pans inverted on a speed rack.
- Clean and squeegee dry the sinks and sideboards after dishwashing is complete.
- The high temperature dishwasher/sanitizer may be used for large cleanups. Dishes must be pre-washed. Please see Uhuru Jiko staff for instructions and dishwasher detergent. Dishwasher must be used efficiently and the food trap emptied after use.

Wiping Down Equipment

- Wipe down all equipment used at the end of your shift. Always use a clean rag and clean with spray bottle, marked Bleach Water.
- Be sure to wipe down any equipment used including the ovens, stove, mixers, food processors and speed racks. For equipment that disassembles into smaller parts, wash, rinse, and sanitize the parts in the three compartment sink.
- Stove: wipe the grates or if heavily soiled, remove the grates and wash in three compartment sink. Clean the catch tray below the burners (pulls out, can go in sink).
- Ovens must be turned off and wiped down after each use. Wipe the insides, handles, doors, and racks. Clean any spills immediately.
- Follow all proper sanitary guidelines for preparation of meat, including proper sanitization of equipment, tables, cutting boards, etc.

Sweeping and Mopping Floors

- Renters are expected to sweep and mop the floors in all areas they use.
- Be sure to sweep under and behind tables and equipment. Replace broom and dustpan to the area behind the door to the inner hall (by the stove).
- Fill the mop bucket with fresh hot water and floor cleaner or bleach. Mop buckets need to be emptied after each shift, not to be left out for other tenants. When finished mopping, empty the mop bucket in the mop sink, rinse and ring the mop, and hang it above the mop sink to drip dry. No dumping of mop water anywhere outside the building or in sinks other than the mop sink.
- Deal with all spills immediately by spot mopping the area and disinfecting any potential problems.

Kitchen Attire

- Aprons or chef jackets must be worn by anyone using the kitchen.
- No sandals or open-toed shoes are to be worn by anyone using the kitchen, even when picking up or dropping off supplies.
- Hair must be covered and long hair must be tied back.

Health and Safety

- No glass, ceramic, or breakable containers in the kitchen.
- No eating in the kitchen. Drinks should be kept under the tables with lids/caps on.
- The exhaust fan in the ventilation hood must be turned on whenever using the stove, ovens, fryer or griddle. The exhaust fan must be turned off after use of the cooking equipment. Do not leave the fan running when the cooking equipment is not in use.
- All users are responsible for removing all trash generated during your kitchen use from the building and placing it in the dumpster before signing out at the end of your shift.

CHECKLIST - Finishing Your Shift

Wash all tools and return to their appropriate places (Air dry; do not towel dry)

Turn off all stoves and ovens. Double check that the ovens are off and the range pilots lights are on. PLEASE NOTE: should a stove/oven or any equipment be left on after your shift, a fine of \$50 will be imposed.

Turn off the ventilation hood exhaust fan.

Be sure that all equipment is clean and ready for the next person

Wipe down and sanitize all counters, tables, sinks, and equipment (doors, handles, knobs, bases, underneath table top edges, etc) using bleach water and a clean towel.

Wipe down stove top with scrubbie, wash burners in the sink and replace (if used).

Wipe down oven (if used).

Wipe down all sinks and squeegee off standing water. Make sure no food is left in sink drainer. Leave no dishes in the sink.

Dry all countertops, leaving no standing water.

Sweep and mop all areas.

Put away all your equipment, ingredients, etc in your designated area, clearly labeled.

Be sure all food not in its original containers is properly wrapped and labeled (name, date, and contents).

Lock all freezers and refrigerators, leaving keys on fridge shelf.

Take out your trash. Trash bags should be tied and placed in the large dumpster behind the fence between the building and the parking lot. All garbage must be in bags -- no loose dumping of garbage into the dumpster. Empty any trash that has spilled outside of a bag, and into the garbage can. Replace all trash bags with clean bags. Clean and break down all cardboard/paper boxes and put them in the trash.

Verify checklist before leaving the building.

Check in with Jiko Coordinator and sign out

By signing this, I acknowledge that I have received a copy of the Policies and Procedures of Uhuru Jiko Community Commercial Kitchen, and that I have read and fully understand them. I agree that I will follow these policies, and that all those working with me and my company will follow these policies.

Your company name _____

Signature _____ Date _____

Uhuru Jiko Community Commercial Kitchen

Signature _____ Date _____