



1105 Project Kitchen USER GUIDE Scheduling and Facility Use

Scheduling Rental Time

The 1105 Project Kitchen is available for rent from **5 PM to 8 AM Monday through Saturday and from 8 AM Sunday to 8 AM Monday**. On occasion, special events will take place during these hours and will be blocked off on the calendar.

1105 Project Kitchen does not currently use an online reservation system. Scheduling is done on a first-come, first-served basis. Please contact the Kitchen Manager for available days and times and to make a request for kitchen rental. Time must be scheduled in advance. Approved Users should submit a proposed schedule of kitchen use no later than the 25th of each month for the following month. The Kitchen Manager will review your request and, if approved, you will receive an email confirmation.

New users must schedule time at least seven days in advance and pre-pay at that time.

Renters must schedule usage in one-hour increments. The minimum rental period is for *(two)* hours. Your rental must include the time necessary for loading and unloading, food preparation, and cleaning. Extra time used beyond your reservation will be billed to your account.

Except for properly trained and authorized employees, you may not transfer or assign your scheduled hours to others. Users shall not grant access or allow a third party to operate in the 1105 Kitchen at any time. Violation is grounds for immediate termination of your rental agreement and discharge from the facility.

Rental Rates

Rent is charged on an hourly basis according to the current 1105 Kitchen Rate Sheet. (See attached.)

Storage Rates

1105 Project Kitchen has very limited dry and refrigerated storage and is not able to provide general storage at this time. You must bring your equipment, ingredients, packaging and other material with you and remove them at the end of your rental period. Limited dry and cooled storage is available for an additional monthly fee but all items must be stored appropriately and clearly labeled. Storage is charged on a monthly basis according to the current 1105 Project Kitchen Storage Rate Sheet.

Payment

Rent payments, including storage payments, shall be due and payable in advance on the first day of each calendar month. Use will not be permitted unless rent has been paid in advance. A late payment of \$50.00 will be charged if rent is not received by the 5th of the month.

Cancellation Policy

Once the 1105 Project Kitchen accepts a reservation, that time becomes unavailable to others. If you decide to cancel the reservation the 1105 Project Kitchen may not be able to find another renter. You should carefully consider how much time you need before reserving the kitchen.

1105 Project Kitchen cancellation policy is the following:

- Kitchen hours can be cancelled with a full refund up to 21 days prior to the rental period
- Kitchen hours can be cancelled with a 50% refund up to 15 days prior to the rental period
- Kitchen hours cancelled 14 days or less prior to the rental period will not receive a refund

To cancel a reservation Users should contact the Kitchen Manger at kitchen.manager@jccrisiscenter.org

Trading hours/scheduled times requires approval

Trading hours or scheduled times with other 1105 Kitchen Users is not permitted unless authorized by the Kitchen Manager.

Entry/Exit

Every 1105 Project Kitchen user will be issued an individual security code for the keypad next to the back door. Your code should not be shared with anyone other than your authorized and trained employees. The code will work only at your scheduled time. Do not ask the agencies in the 1105 building to provide building access for you. If you experience problems with the keypad please contact the Kitchen Manager at kitchen.manager@jccrisiscenter.org, or call one of the [emergency numbers](#):

Emergency contacts: Becci Reedus (319) 538-5090
Angie Meiers (563) 343-7251

Your access is for the 1105 Project Kitchen portion of the building only. You may also use the restrooms off the dining room. Please do not attempt to enter or use any other areas of the 1105 building.

Once you've entered the kitchen you can unlock the back door if necessary to load and unload equipment and supplies. Use the hex key hanging high on the left side of the window frame nearest the back door. Push the bar on the door in and then turn the hex key to the right to lock the bar into place. The door should remain locked if it is unattended. Remember to secure it when you exit the facility.

Sanitation and Cleaning Procedures

General Sanitation:

All users of the 1105 Kitchen are expected to use good hygienic practices at all times and to follow all established cleaning and sanitation procedures.

Cleaning and Sanitation

Cleaning is necessary to protect against microorganisms. Food-contact surfaces shall be cleaned in this sequence: wash with detergent, rinse with clear water, and then use an approved sanitizer. The sanitizer used should be approved for use on food-contact surfaces and must be mixed according to the manufacturer's directions. Cleaning should be performed before, during and after food preparation.

Each user must properly clean and sanitize the kitchen after their shift and ensure that the kitchen is ready for the next user.

Sanitizing Food Surfaces

Food-contact surfaces shall be cleaned in this sequence: wash with warm water and detergent first, rinse with clear water, and then use an approved sanitizer. The sanitizer used should be approved for use on food-contact surfaces and must be mixed according to the manufacturer's directions. Cleaning and sanitation should be performed as frequently as necessary before, during and after food preparation to prevent contamination.

To ensure the food-contact surface is sanitized pay attention to these factors:

- **Concentration:** Follow the instructions on the sanitizer's label and use proper dilutions and concentrations. Too little sanitizer will not work. Too much can be toxic.
- **Temperature:** Generally, chemical sanitizers work best in water that is between 55°F and 120°F
- **Contact time:** In order for the sanitizer to kill harmful microorganisms, the cleaned item must be in contact with the sanitizer (either heat or approved

chemical) for the recommended length of time.

- **Air-drying:** After applying the sanitizer, place utensils in a wire or plastic draining rack where they will not come into contact with any food or food residue and let them sit until dry. For equipment, after applying the sanitizer, let the equipment sit without use until dry. Do not use towels for drying, polishing, or any other purpose because they may re-contaminate equipment and utensils.¹

Cleaning Kitchen Equipment

Please follow these steps to clean kitchen equipment such as blenders and food processors.

- Turn off and unplug equipment before cleaning
- Remove food and soil from under and around the equipment
- Remove any detachable parts
- Manually wash, rinse, and sanitize detachable parts, or run them through the dishwashing machine
- Wash and rinse all other food-contact surfaces that you cannot remove and then wipe or spray them with a properly prepared chemical sanitizing solution
- Air-dry all parts and then reassemble

Coolers and Freezer

Clean up any spills on cooler or freezer shelves with single-use paper towels and warm soapy water. Rinse with clear water and dry with single- use paper towels.

Tables, stove-tops, oven fronts, dirtied walls and cooler doors may be washed with hot soapy water, wiped with clean towels, sanitized, and wiped again with clean towels.

Floors

Floors should be swept and cleaned at the end of your shift. Brooms, dustpans and mop are stored in the pantry area. All custodial brushes and equipment must be in good repair. If there is a problem with any of the custodial equipment please bring it to the attention of the Kitchen Manager at kitchen.manager@iccrisiscenter.org

Trash and Recycling:

Trash should be emptied at the end of your shift and taken to the “Hawkeye” dumpsters at the Crisis Center to the left outside the back door. All recyclable materials can be taken to City Carton’s recycling center at 3 East Benton.

Laundry

¹ Cortney Miller, MS, Angela Fraser, PhD, Roman Sturgis, MFA (editor), *Cleaning and Sanitizing Food Contact Surfaces*, Clemson University, South Carolina. 2013.
http://www.fightbac.org/storage/documents/Childcare/Cleaning_and_Sanitizing_Food-Contact_Surfaces.pdf

All items requiring laundering, such as towels, dishcloths, and aprons, must be removed at the end of each shift and laundered by the user.

Personal Cleanliness and Conduct

In addition to keeping the facility clean personal cleanliness must be maintained while working at the 1105 Project Kitchen:

- Hands shall be washed before starting work, after each absence from the workstation or when they become contaminated (such as with eating, smoking, or taking out the trash)
- Sanitary protective clothing, hair covering, and footwear must be worn and maintained in a clean, sanitary manner. All clothing must be clean.
- Gloves, if worn, must be clean and sanitary
- All food-handling personnel must remove objects (i.e. watches, jewelry) from their person that may fall into or contaminate the food product
- Tobacco, gum, and food are not permitted in food-handling areas
- Individuals who are sick or who exhibit symptoms of illness (including vomiting, diarrhea, fever and skin infections are not allowed in the kitchen.

To minimize the possibility of cross-contamination always taste food in the correct way while working in the 1105 Kitchen:

- Put a small amount of food in a small dish
- Taste the food with a clean spoon
- Remove the dish and spoon from the food preparation area. Never reuse a spoon that has already been used for tasting
- Wash your hands immediately

Closing Procedure

When leaving the facility Users must ensure that:

- All equipment is off and unplugged, unless such equipment is designated for continuous use, such as refrigerators, microwaves, pest lighting, etc.;
- All counters and floors are clean and ready for the next kitchen user;
- All lights are off;
- Fans and exhaust systems are off.
- Verify that the back dock door is securely closed and locked.

Supplies

Kitchen equipment and access to cooler and frozen space necessary for food preparation is provided as part of the 1105 Kitchen rental rate. Other supplies are not provided.

These items such as those listed below should be brought with you and removed at the end of your shift for cleaning and/or storage (not an inclusive list).

- Linens, including dishcloths, towels, and aprons

- Aluminum foil, plastic wrap and storage containers
- Garbage bags other than those used for trash in the kitchen

Any item or supply labeled “Free Lunch Program Only” should not be accessed or used.

Parking

Park near the back of the building at 1105 S. Gilbert Ct. Enter the parking lot from the driveway on the north side of the building. The driveway is one-way and makes a “U” around the building.

Tobacco Policy

Use of tobacco (including, but not limited to, cigarettes, e-cigarettes, pipes, cigars, snuff, or chewing tobacco) is not permitted in any area of the 1105 Building or parking lot.

Emergency Procedures and Contacts

In the event of a fire, an intruder or a health emergency call 911 from the phone in the 1105 Project Kitchen.

After calling 911 please also call emergency contacts listed above **to ensure they are aware of the situation.**

All other questions should be directed to:

Kitchen Manager, during business hours 9 a.m. to 5 p.m.
(319) 351-2726 ext. 107, or
angie.meiers@jccrisiscenter.org

**1105 Rental Rate Sheet
June 1, 2015**

Item	Rate	Hours
Kitchen use	\$20/hr.	2 – 12 hours week
	\$15/hr.	12 hours or more per week (or 48 hours or more per month)
Dry storage	X linear feet (1 shelf, X available)	\$10/month
Cooler storage	1 shelf, single door width (3 available)	\$30/month
Freezer storage	1 shelf, single door width (1 available)	\$35/month