

# **Renters Handbook**

**for**

# **Moonlight Kitchens**

## **2017**



The Little Company, LLC  
1951 Kensington Ave. #2  
Missoula, MT 59801  
(406) 926-2720

Received on \_\_\_\_\_ by \_\_\_\_\_  
(date) (print client name)

## **Introduction to the Renters Handbook**

Welcome to Moonlight Kitchens (MK). We hope you enjoy working here and creating fabulous and delicious food. The mission of The Little Company, LLC , the legal owner, is to support our neighbors and promote our local farmers through our cooks using a triple bottom line business model. Basically, this means local food to local people while covering costs, treating employees fairly, and conserving limited natural resources. We work to make the space easy and fun to use and to abide by the Missoula County Health Department's (MCHD) Codes.

This handbook is intended to provide Moonlight Kitchens policies and information to our clients. Clients are responsible for understanding all content and are expected to adhere to the rules and policies included here so that this shared-use facility runs smoothly. Clients are also responsible for making sure their staff and associates follow these rules and the MCHD's rules as well. This handbook covers the topics listed in the table below, some of which are also addressed in the Commercial Kitchen Facility Use Contract.

## **Changes to our policies**

TLC (The Little Company, LLC) will release amendments and new versions of this document as the need arises, and will communicate to clients in a timely manner that changes have been made. At any point in time, the current version of this document will be available at [www.moonlightkitchens.com](http://www.moonlightkitchens.com). Our clients should check the website regularly to familiarize themselves with the current policies and information. Also, feel free to ask questions. We want you to succeed.

Revised January 2017

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Current: July 2016

**Getting Started:** *We assume you know how to cook & use commercial equipment. However, questions about using specific pieces of equipment and how to clean them are encouraged.*

### **Commercial Users**

The first step in creating a food business is to figure out your menu or what your product is and then contact the Missoula County Health Department (MCHD). There are several different MCHD forms that you may have to fill out depending on what type of food service you plan to provide (caterer, food truck, manufacturer, etc.) and you can check with them about which one(s) you need. All of the forms are also online through MCHD and we have hard copies in our office for reference. MCHD already has copies of Moonlight Kitchens' blueprints on file in case there are any questions about our layout.

Find MCHD at: <http://www.co.missoula.mt.us/envhealth/>

**Moonlight Kitchens IS NOT a USDA certified facility. Check with the Mission Mountain Food Enterprise Center in Ronan (406) 676-0676 if you wish to process raw meat for sale. They are the closest certified facility to Missoula.**

Most kitchen users selling their product will have to have the facility, Moonlight Kitchens (MK), inspected by MCHD to make sure it's safe and functional for making their products. There are exceptions for farmers market sellers and home-based cooks (Ask MCHD about "The Cottage Food Bill") The MCHD will also ask for a "Letter of Intent" from MK to indicate that MK may rent to the client. MK will ask you to fill out our online application before we give you that letter to make sure you and your product are a good fit with MK. The inspection will be scheduled between the client and the MCHD - please check with us, too. As soon as your inspection is complete and you're approved, you are ready to cook as far *as the MCHD is concerned*. **But...**please see the list below of what MK requires before you start.

## **Non-commercial Users**

If you are just interested in using our kitchens for a single event (dinner party, team-building event, canning, or something like this) and are not selling a product, please contact us to discuss your options as you may **not** need to be fully permitted.

## **Requirements for Kitchen Use** (for businesses)

C= commercial P=private B= both

Information MK needs BEFORE reserving kitchen time or other facility time:

- Completed Client Application (B)
- MT** ServSafe Food Handler's Certificate or Temporary Food Service Cert. (C)
- Proof of Product Liability & General Liability (Business Insurance) for at least \$1,000,000 with The Little Company, LLC and Anne & Pat Little named as "Additional Insured". (The certificate & endorsement forms vary.) (C)
- Missoula Business License or a reason you don't need this (C)
- Signed Rental Agreement and Renters Handbook (B)
- Valid State ID (B)
- Valid Credit Card and signed C/C Charging Agreement (C)
- Workers Compensation information (if an employer) (C)
- Deposits for Security/Damage (\$250) and Key Fob (\$50) (B)

## **Reservations**

Moonlight Kitchens are available 24/7. Reservations must be made with MK management **during regular week day business hours (M-F 8am-6pm)**.

We require that you make reservations at least five days in advance in person at 1951 Kensington Ave. #2, by phone at (406) 926-2720, or you can contact us at [cook@moonlightkitchens.com](mailto:cook@moonlightkitchens.com). Reservations are on a 1<sup>st</sup> come/1<sup>st</sup> served basis.

Any reservation made less **than 24 hours** ahead is considered "Spot Use" and priced at 25% over regular rates. **Any unreserved use will be billed at double.**

You may schedule as many hours you like but, unless you follow the strict cancellation policy, you *will be charged* for all those hours. Time is scheduled in **full** hours for the work spaces. There is a ½ hour minimum for the cleaning area. If you schedule 3 hours or more for one shift you get 1/2 hour FREE in the cleaning area (not available at Rookie Rates). If you exceed your reserved hours you will be charged for the hours you booked and the extra hours you used. There is a limit of how many people can work in each space at one time. (see Fee Schedule)

As there are five areas that get scheduled for rent it is necessary to consider your time requirements realistically. If you are a "Rookie" (new to the food business AND haven't used MK before) consider scheduling *up to double* extra time until you have your systems figured out. Please check the weekly white board schedule and online scheduling calendars ([www.moonlightkitchens.com](http://www.moonlightkitchens.com)) often to make sure you know what's happening. Reservations are confirmed after the requirements listed above have been met.

## **Conflicts & Sharing Space**

We strive to avoid time scheduling conflicts. If conflicts of work space time do happen we ask our clients to work together with each other and with MK staff to find a reasonable solution. You are expected to be done, cleaned up, and out of the space within your scheduled time.

If you need extra time you will be charged for it – even if you share space. If another client has reserved the space and they agree to sharing time, work with them to be sure all work can be done. Clean up as much of the space you have been using as possible to make room for those you're sharing time with.

The Clean Room is a shared-use space **at all times**, UNLESS you've contracted for a specific time or you've contracted for more than 3 hours and have a free ½ hour at the end of your shift. Please wash your dishes promptly and remove them to avoid impacting other clients.

We have no control over deliveries schedules and pick-ups by non-clients so please be available for those or make arrangements ahead of time and be considerate of other clients. (See Services – Deliveries) On-site hours are currently (as of Jan 2017) 10-4 M-F.

## **Cancellations**

Once time has been reserved 1) we make sure the space is clean and ready for use, 2) we make sure the equipment you need is available, & 3) it becomes unavailable to other clients. Because of this MK maintains a strict cancellation policy to ensure the work space does not go unused. We encourage our clients to carefully consider how much time is needed and to use any overbooked time for preparation, organization, experimentation, etc. Unused hours cannot be carried forward. Kitchen reservations cannot be transferred or otherwise exchanged without prior approval from MK management.

Cancellation & Changes:

1. You may cancel or change your regular (not one-time) time no later than 5 days ahead of your contracted time for a full refund (or no charge).
2. Within 1-5 days ahead you may be billed for 50% for your cancelled contracted hours UNLESS you find someone to take ALL of your cancelled hours. MK is not responsible for finding cooks to fill your hours.
3. For any cancellation made less than 24 hours ahead of your contracted time you will be charged full price.

## **Termination**

The MK Rental Contract may be terminated by mutual agreement of both parties at any time. The Contract may also be involuntarily terminated by TLC, LLC unilaterally for:

- blatant disregard for the health, safety, or property of MK staff or clients
- non-payment of fees
- failing to clean a rented space adequately
- failure to work cooperatively with other clients

- consistent failure to follow the terms of the rental contract or this handbook

## **Payment**

>**One time** use charges, Security/Damage Deposit (S/DD), and the Key Deposit are payable *in advance*.

>Payments for regular commercial scheduled kitchen use may be made by cash or credit card, or check. Invoices are sent out (email) on the last day of the month for the previous month's contracted hours and any outstanding fees. Please let us know if you need a hard copy. You will have filled out a **credit card authorization form** when you signed your contract. We will bill for the total monthly amount of contracted time plus late fees, orientation fees, damage repair costs, lost/stolen items replacement, cancellation fees, cleaning fees, extra time, and storage.

Payment must be made by the 7<sup>th</sup> day of the month. If we do not receive payment by the 7<sup>th</sup> and other arrangements have not been made, The Little Company, LLC *will charge* the credit card we have on file for you on the 8th. A **late fee of \$35** will be assessed as well.

If the credit card you have given us doesn't work, these charges will be deducted from your S/DD. Funds from your S/DD used to pay an outstanding bill will not be refunded. You will be required to "top up" your S/DD before continuing to work at MK. If a bill remains outstanding your key fob will be disabled. Please be aware that the S/DD IS NOT THE LIMIT that we may charge for lost, stolen, or damaged equipment. In the case of one time use, your S/DD will be refunded within 14 days if all contracted obligations have been met.

## **Communication**

Please contact MK during onsite business hours – 10-4 M-F or via phone/text 8am-6pm M-F. You can check what hours you have scheduled on the schedule board near the delivery door or on the calendars under "Kitchen Calendars" at [www.moonlightkitchens.com](http://www.moonlightkitchens.com).

Receipts, general notices, small personal items, and notes will get put in your **labeled white drawer** next to the office door – please check it monthly.

We post information about food, regulation changes, farming, bulk buying, food events, catalogs, classes, etc. on the bulletin board near the delivery door.

## Storage

Moonlight Kitchens has several types of storage available:

Freezer space (approx. 24”x 24”x18”) – lockable - 8 sections each

Refrigerator space (approx. 24”x24”x18”) – lockable - 8 sections each

Plastic bin storage (approx. 16”x16”x26”) – lockable – with your locks - 10 each

Open shelving space (14” or 18” x 48”) – not lockable – 50 lineal feet

Security cage lockers (approx. 23”x24”x19”) – lockable with your lock – 12 each

Walk-in cooler (18” depth by lineal foot) – not lockable

Work-time Lockers – gym-style – 6 each – FREE during work shift

All storage is available on a first come first served basis. We leave one shelf in each refrigerator and freezer shelf “open” for cooks to use during their shift. If you only need fridge or freezer space for a few days, check with staff to make separate arrangements. All other storage is contracted for on a monthly basis. If a shelf or storage unit is empty **DO NOT** assume it’s available. Ask before stashing things as we reserve the right to move or dispose of miscellaneous food and equipment incorrectly stored.

- MK is not responsible for equipment, food, clothing, personal items, etc. left in the kitchen.
- Do not store any food or food container directly on the floor.
- Do not store anything on the speed racks, unless you have made special arrangements with MK staff.
- Do not store anything in MK equipment (such as bowls, sheet pans, pots)
- None of MK’s equipment leaves the building

## **Cold Storage - Refrigerator & Freezer Space**

Your refrigerator or freezer space must be kept clean and organized at all times. Remove your products on a regular basis and wash and sanitize your shelves and surrounding surfaces. Cleaning equipment and products are available for this process. Store food in the fridge or freezer ***as per the chart on the doors*** = fruit/veg on top shelf down to ground poultry on the bottom.

Check the temperature in the fridges and freezer regularly. Let MK staff know immediately if there is a problem. MK has no liability for food spoiled due to failure of any equipment or machinery (see your contract) so we want to stay on top of things.

## **Cold Labeling & Packaging**

All food stored in the refrigerators or freezers must be properly stored, labeled and packaged as per the MCHD code and include:

1. Common name of the food
2. Your name
3. Date food was stored
4. Date food should be disposed of

Any food that, in the opinion of Moonlight Kitchens staff, is not properly labeled or that poses a health risk will be discarded. All food must be stored in such a way as to prevent strong odors from infusing into other user's food.

## **Other Labeling**

Clearly label food that is not in its original container. All products packaged for sale must have a complete list of ingredients. Check with MCHD or the Dept. of Ag for specific information regarding labeling of your product. MK does not provide labeling tools or commercial labeling assistance at this time.

# Safety

## Work Safe - Rules

No eating in the kitchens.

Wear appropriate clothing – closed toe shoes, aprons, hair restraints, etc.

Use heavy equipment and sharp objects at your own risk.

If you don't know how to use a piece of equipment ask staff – don't guess.

Use caution when handling the ovens & hot pans – use oven gloves and mitts.

No running or rough-housing in the kitchens

Keep your workspace and the ground around it clear of clutter, debris, and liquids that one can slip on.

**Make sure the doors close behind you. Failure to close & lock doors and windows at the end of your shift may result in forfeiture of the security deposit and possible termination of your contract .**

MK provides space for storing personal property like clothing, meals, and bags in the gym lockers. Drinks, in a non-breakable container (with a lid) may be stored on a shelf below your work surface. No ceramic, glass, or breakable containers may be used for food production.

## Emergencies

**If there is a fire – use the extinguisher and call 911**

**If there is a serious accident call 911 immediately and notify Moonlight Kitchens management as soon as reasonably possible.**

The **FIRST AID KIT** is on the bottom of the security locker in the middle of the Work Room. Please use whatever you need in an emergency and plan to replace it at a later date. There is also a box of band-aids above the paper towel dispenser above the back hand sink.

## **Damage to Facilities**

- If you use the fire extinguisher you will be charged for having it refilled and for any resulting clean-up.
- If you set off the hood system you will be responsible for the entire cost of clean-up.
- If you flood the space you will be charged for entire cost of clean-up.
- Used grease or oil should never go down the drains or toilet. It should be put in a plastic jar (when cool) or a lidded can, then a sealed plastic bag and disposed of in the dumpster. The charge to trade out a dumpster full of grease & oil is \$75. Make sure your container seals!
- Do not put anything down the bathroom toilets or sink that was used in your food production.
- Do not put feminine products down the toilet.
- If you or your staff/partners damage a piece of equipment, let MK staff know as soon as reasonably possible. MK is not responsible for loss or damage to your product caused by failure of any MK equipment or machinery – see your contract.

## **Security**

Moonlight Kitchens is available 24/7 but staff is not. There are systems in place to help make MK a safe place to work.

- Motion-detector cameras inside and outside at both doors
- Key fobs that can be disabled remotely
- Extensive outdoor lighting
- Mini-blinds on all windows to provide privacy and safety
- Screens on all windows to prevent pests from entering

These systems are monitored by MK staff. Do not try to override any of these systems. The front door is NOT to be used for loading and unloading. The front door is for guests ONLY. Use only the back Delivery Door for loading and entering and leaving the building. DO NOT block that door open for more than 15 minutes.

## Utilities

**Garbage** – dumpster is out near the alley. Keep lids & doors closed. Pick-up is Tuesday morning. There is a combo lock on the gate - check with staff for number.

**Recycle** – *All metal & plastic* rinsed, crushed and put in the big green bins near the delivery door. *Paper* is in the large plastic box inside the delivery door. *Cardboard* – please flatten and stack next to recycle bin. *Glass* is small grey bin. Pick-up is every other Thurs. See Recycling Information near the back door.

**Water** – regular potable city water. Water heater is set to 140oF (hot!).

**Hoods/AC** – your hood may come on without your doing anything. The two hoods are controlled by a single control system and your hood may come on due to the hood in the other kitchen being activated. This is normal so do not try to prevent this from happening. If you want more information about the system and your cooking process please check with the MK staff. See directions posted in K #2.

**Gas & Electricity** – Running your own high-load equipment may trip a breaker. Check with staff before doing this or if you have other concerns.

**Mail** – the address at MK is 1951 Kensington Ave. #2, Missoula, MT 59801. We will accept regular letters for our clients. See the “Deliveries” section about arranging other deliveries.

**Phone** – MK does NOT provide phone service. There is free WIFI & there is a phone in the office in case of emergency during onsite hours. Plan ahead.

**Office** – MK does not provide office space. TLC’s office is locked when the coffee shop is closed.

**Event Space** – Clients may use the Event Space for short (<1 hour) Cook/Client meetings when the space is available (not rented). It may also be used for breaks but it must be left clean & straightened after use.

## **Services**

### "Babysitting", Deliveries, & Pick-ups

If you have a product that needs a "babysitter" (timing, placement, storage, etc.) we will consider doing this on a case-by-case basis. Please arrange this ahead of

time and not last minute. We do not charge for this during regular onsite business hours.

All Deliveries and Pick-ups must be through the *back* Delivery Door. Let your drivers know to go around the back. We do not charge for monitoring this activity during regular onsite business hours. We will not come early or wait for late orders. Please be quiet between 10pm & 6am – there are bedrooms above the Delivery Door.

Requirements:

1. You notify us ahead of time (24 hours)
2. Delivery or pick-up is unobtrusive to other kitchen users
3. It doesn't require more than 15 minutes
4. Payment arrangements have been dealt with in advance

You may back up to the Delivery Door for loading and unloading your own gear and materials as needed. Please make it less than 15 minutes. DO NOT block the alley or tenants' parking spots.

## **Ordering from Local Vendors**

Our clients are encouraged to establish their own accounts with vendors and place deliveries to MK directly to reduce transportation costs. We can assist in completing any documentation related to opening new accounts. MK is also interested in assisting with bulk orders for local produce that allows several clients to pool their orders for better quality and lower price. Do not place an order with a vendor in Moonlight Kitchens' name. Use your own.

## **Promo, Events, Classes, & Photos**

In an effort to help promote local food to local people MK will occasionally sponsor events that feature our clients. These include pop-up food sampling, classes, dinners, and holiday celebrations. Let the MK staff know if this is something you'd be interested in participating in. Promotions may include photos of our clients, staff, and guests. We are not legally required to get adults'

permission to use photos so if you **don't** wish to have your photo or name used make sure we know ahead of time.

## **Non-MK Spaces**

### **Parking**

Load and unload through the Delivery Door within 15 minutes and move your vehicle to Kensington to allow other clients space. Two spaces with "Reserved for..." signs must be kept available for the upstairs tenants. There is an 8-bike long-term bike parking enclosure you may use for your bikes. Check with staff for the padlock code. The yellow bike rack is for everyone's use. MK is not responsible for any damage, theft, tickets, or towing charges. U-Lock your bike!

### **Garden/Landscaping/Seating**

The landscaped areas and gardens are maintained by The Little Company and the tenants of the building. Although many of the plants are edible please do not "glean". If there is produce available for general kitchen use a notice will be posted near the Delivery door. Outdoor chairs and tables are amenities for our clients and guests.

### **Tenants, Pets, Neighbors, Kids, Noise**

There are 2 occupied apartments above the kitchens. Be considerate of the folks who live here and our neighbors. Do not block the mailboxes, driveways, or other vehicles. No animals are allowed in the building at any time except Service Animals. No kids under 16 are allowed in the work spaces without **direct** adult supervision.

**Quiet hours:** Noise levels must be kept moderate at all times. Keep outside conversations quiet – there are bedrooms directly above the Delivery Door. Keep music levels low between 10pm and 6am or use head-phones. There is already

music playing in the Event Space during onsite hours and yours must not be audible to other clients.

### **Kitchen Use Fines**

Note that any fines incurred by MK as a direct result of a client or client's employee or associate failing to abide by these policies will be charged to the client's S/DD.

### **Shared Equipment**

MK makes every attempt to not overlap the needs for particular equipment by multiple clients but we need to know ahead of time what your requirements are. Because we are a shared-use space make sure you have made arrangements with staff beforehand if we need to move equipment from one area to another. Only countertop equipment and tables with casters can be moved.

### **General Cleaning Procedures**

Clients using MK facilities are expected to follow all the proper MCHD sanitation requirements as well as keep the kitchen in a clean and professional state. Clients are expected to properly clean and sanitize after their shift, and have the kitchen ready to use by the next client. The kitchens may be busy at times and it is important that the kitchens remain professional and clean for visitors, whether it's the MCHD, other (potential) clients, customers, service people, etc.

We recommend formulating your sanitizer and wiping down your work surfaces **BEFORE** starting work.

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### **CLEANING REQUIREMENTS**

**INTRO: Moonlight Kitchens (MK) provides only the basic cleaning supplies. If you know your product is especially messy, plan ahead to bring what you need to protect surfaces and/or clean properly.**

### **Here's what MK has:**

Limited inventory of bowls, pans, measuring devices, etc. Check ahead and plan to bring all of your own. Five (5) bar towels with every rental shift - which you use, rinse, wring, and hang up in the Clean Room at the end of your shift. If you need more please bring your own.

Barkeepers Friend (non-abrasive cleanser)

Paper towels and soap at each hand sink (for hands)

Liquid floor cleaner concentrate – check directions on use.

Quaternary ammonia tablets (sanitizer) & test strips

Brooms/dustpan

Garbage can liners

Mop bucket and mop

Dish liquid

Plastic buckets & bins

Large scrub brushes

Spray bottle for quaternary ammonia

**THE FIRST AID KIT IS ON THE BOTTOM SHELF  
OF THE SECURITY LOCKER IN THE MIDDLE OF  
THE WORK ROOM.**

**SOME CLEANING PRODUCTS CAN DO IRREPARABLE DAMAGE TO SURFACES (ESPECIALLY STAINLESS STEEL) SO PLEASE CHECK WITH THE MANAGERS BEFORE USING SOMETHING YOU'RE NOT SURE ABOUT. SCRATCHING, DENTING, DISCOLORING, AND STAINING ARE CONSIDERED "DAMAGE". NEVER USE STEEL WOOL ON ANYTHING AT MK!**

### **Here's what MK does NOT supply:**

spices and herbs

utensils

vegetable oil for wiping down cast iron

plastic scrapers

foil

Ziplocs

knives

phone

gloves

oven mitts

cling wrap

parchment

vinegar

hand sanitizer

baking soda

paper towels

hair nets

Scotchbrite pads

bristle brushes for small spaces

## **GENERAL CLEANING CHECKLIST:**

WASH ALL YOUR DISHES = SCRAPE FIRST then WASH, RINSE, SANITIZE, AIR DRY. This may mean you have to come back later to pick up your dishes. That's fine, let us know and check the schedule to see if that's a problem for anyone else. Read the directions and understand how to use the dish machine. Use plenty of hot water & soap to adequately clean dishes.

NOTE: Running your dishes through the dishwasher once may not be enough to really clean them the 1<sup>st</sup> time. If you can write your name in the grease on the surface run them through until you can't. Or hand wash them

WASH ALL WORK SURFACES with hot, soapy water. Rinse with fresh water. Sanitize.

CLEAN drain screens in the SINKS and scrub out with Barkeepers Friend (NO steel wool!). Spray down with sanitizer. Clear food scraps from floor sinks and dispose of.

CLEAN COLD CAST IRON STOVE TOPS (if used) of baked-on food. Use green ScotchBrite pads (yours) if needed then wipe down with a little vegetable oil (yours) to prevent rust. If any scraping needs to be done, use your plastic implements.

SWEEP OUT ALL CRUMBS FROM THE OVENS. Clean the inside to look like it did when you first opened it. If the racks need scrubbing, pull them out and use ScotchBrite pads (yours). If any scraping is needed use your plastic utensils – NO metal please! Pull out the crumb tray under the burners and clean it.

WIPE DOWN all splatters on the walls and windows with hot, soapy water, rinse, and sanitize.

UN-PLUG ALL COUNTER-TOP EQUIPMENT and wash with a damp (NOT WET!) hot, soapy bar towel. Wipe with fresh water and sanitize. Keep water out of any electrical elements. Make sure you get all those crevices.

WASH, RINSE, SANITIZE ALL ATTACHMENTS and parts to counter top equipment you used, especially the can opener and mixers.

CLOSE AND LOCK ALL WINDOWS. MAKE SURE the front door is closed and locked – even though you didn't use it. 😊

- SWEEP the floor of any area you used (including Clean Room). Use one packet of cleaner for 2 gallons hot water for serious scrubbing (grease) or 4 gallons for damp mopping. The bucket is marked inside at 2 gallons. Then rinse the floor with fresh water. When done, rinse out the mop, wring it and hang it back up. Dump out the dirty water in the mop sink.
  
- PUT GARBAGE in the dumpster in the enclosure out by the alley. We get pick-up on Tuesdays. RECYCLE plastic (#1 & #2) & metal by rinsing, crushing, and putting it in the green bins next to the delivery door. Non-coated cardboard gets flattened and neatly stacked next to the recycle bin. RECYCLABLE PAPER goes in the large plastic box **inside** near the delivery door.
  
- **TURN OFF LIGHTS & MAKE SURE THE BACK DOOR LOCKS BEHIND YOU.**
  
- OTHER STUFF TO CHECK: Do you have your keys? Did you put the garbage in the dumpster? Have you checked you white drawer lately or the schedule? Did you leave anything in the fridge/freezer? Did you leave any item of clothing or equipment?

This information is laminated and available in each work space.

## **General Cooking Procedures**

The Missoula County Health Department standards for cooking times and temperatures must be maintained at all times. Make sure to bring a thermometer with you! All food handling standards for cold foods should be adhered to at all times.

All stationary equipment is to be used according to the manufacturers' recommendations (stoves, ovens, microwaves, etc). We have manuals and can answer specific questions – please ask. Any personal equipment brought into the kitchens must be pre-approved by the MCHD. Consider using non-cutting gloves when using the meat/cheese slicer or other sharp equipment.

## **Allergens**

Moonlight Kitchens is used by multiple parties, sometimes at the same time. We are NOT a peanut, tree nut, gluten, egg or dairy-free environment. If you have issues with particular foods, please let us know before signing the rental contract

so we can determine if our facility is right for you. Allergen information must be declared on your product label. Remember that proper sanitation of the MK work spaces and the equipment is vital in preventing food borne illness and allergic reactions.

## **Personal Health Procedures**

We are committed to the health and well-being of all those who use our facilities as well as those who consume the products made here, so we cannot allow anyone with the following symptoms to work here: diarrhea, fever, vomiting, jaundice, sore throat with fever, or lesions on exposed body parts. Nor can we allow anyone with the following diagnosis to work in the facility: salmonellosis, shigellosis, Escherichia coli, Hepatitis A virus, or Norovirus. Also, we require notification and proper MCHD required action if you, or anyone you come in contact with, is exposed to, or suspected of being exposed to, an outbreak of the above-mentioned illnesses.

**MORE INFO:** We have several reference books that are used in the MCHD's ServSafe classes. If you have questions about storage, cooking temperatures, food cooling, etc., please ask to check these out. If there is equipment that you think we should consider acquiring, we are open to suggestions. If you have good ideas about how we can run the kitchens better please share with us.

*Thank you for using Moonlight Kitchens!*