



Community Kitchen Operations Manual

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# offering

The Community Kitchen provides independent businesses and the wider community with new opportunities to learn and develop. Through workshops, skills exchanges, demonstrations, and research.

The Community Kitchen has a key role in building a strong, engaged, creative and sustainable community for the future.

This kitchen is a flexible space to meet the requirements of the community

All users must work together in order to ensure its continued success

# Activities & users

The Community kitchen is a professional space designed to be used by:

- Existing businesses that need to develop or expand
- Individuals wishing to develop or start their own food business
- Educators,
- Community and welfare organisations

The Community Kitchen is a professional space designed to be used for:

- Catering demonstrations and pop up restaurants
- Provision of practical advice surrounding food hygiene & budgeting for start up businesses
- Basic cooking skills, health and dietary advice
- Commercial hire, education and training and support of socially and financially vulnerable groups

# Expectations

Cleanliness - All users are expected to leave the kitchen and premises as they found them, any cleaning required from the management team will be charged @ £25 p/hr with a minimum of 1 hour charge deducted from deposit.

The Community Kitchen has been stocked with basic commercial equipment, utensils and cleaning products, users must ensure all equipment remains on site unless prior hire arrangements have been agreed. All items used must be cleaned and suitably stored following any Use or Hire Period.

Upon arrival the inventory must be accepted and signed for, from which point the user will be liable for all equipment. Any breakages will be charged at cost + 10%. Any deemed excessive use of disposables will also be chargeable.

Utility costs are included in all hire charges. We have a smart meter on our power supply and ask that consideration and efficiency is maintained at all times.

Regular maintenance is carried out on all appliances, if any equipment appears to be faulty please inform us immediately both verbally and by email.

# Booking

All enquiries to use The Community Kitchen will be dealt with in the order in which they are received in writing and without preference.

Any potential clash of bookings will be referred to the management team for resolution

Bookings will only be allocated following confirmation of payment of fees & deposit in full, this will be made via our online booking system. Deposits will be refunded within 48hrs of checkout inspection.

The Community Kitchen is located within a shared space and can be hired independently of The Museum of Futures or with additional rooms as required, prices available on application. At times there may be 2 or more groups using the premises, no party has priority over the other and should work together to ensure maximum benefit and enjoyment for all users.

Please refer to the attached plan for confirmation of which areas are included in the booking

Bookings can be made in blocks of 6hrs with differing rates for different user groups, additional hours are available if there is no other booking immediately following allocated time.

Booked time must include provision for cleaning. Up to 1 hour may be required for cleaning.

All bookings will be confirmed via email

# Prices

|                                | Full Day | 12 hours | Half Day | 6hours  | Additional hours | % Fee |
|--------------------------------|----------|----------|----------|---------|------------------|-------|
|                                | Sun-Wed  | Thu-Sat  | Sun- Wed | Thu-Sat | All days         |       |
| Existing commercial enterprise | 120      | 180      | 65       | 100     | 25               |       |
| Start up business              | 80       | 120      | 40       | 70      | 25               |       |
| Community Group                | 70       | 100      | 35       | 60      | 20               |       |
| Educational Organisation       | 70       | 100      | 35       | 60      | 20               |       |
| Pop up venue                   | 70       | 100      | 35       | 60      | 25               | 10%   |

# Resources

**People** - The Community Kitchen has a management team that is made up of local volunteers. They look after all aspects of the day to day running and closely monitor progress to ensure our short, medium and long term goals are met.

Please consider that all of the team are volunteers and currently offer their time and experience for free, your contact will be made known to you prior to arrival.

**Utilities** - We have a meter on all utilities and whilst running costs are included in our fees we ask that consideration is made to your usage.

All equipment and lights must be turned off prior to sign out and keys returned to designated contact.

**Maintenance** - There is an ongoing schedule of routine maintenance, including risk assessments, inventory stocktakes, fire checks, deep cleans. Should you find any product is faulty, please make it known to us by way of the report section of this manual.



# Equipment Manuals

Please ensure all manuals are returned after use

- 1 Rational SCC61E
- 2 Lincat IH77 induction hob
- 3 Caterlite induction hob
- 4 Lincat ECO7 oven
- 5 Buffalo food mixer
- 6 Pantheon veg prep machine
- 7 Genfrost refrigerated counter