

SHARED USED KITCHENS: CHALLENGES AND SOLUTIONS

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CommonWealth Kitchen*

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WHAT WE DO

Shared Kitchen



PHOTO CREDIT: HORNİK RIVLIN PHOTOGRAPHY

OUR MISSION

- We promote equity, opportunity, and resilience through the universal power of food.
- Focus on supporting women- people of color- and immigrant-owned businesses



WHO WE SERVE

Different types of companies



TYPES OF COMPANIES

- Food Trucks
- Caterers
- Direct to Consumer Companies (meal kits)
- CPG/product companies (shelf stable, cold, frozen)
- Bakers (wholesale and direct to consumer)



WHAT WE PROVIDE



WHAT WE PROVIDE

- Commercial shared kitchen space
- Contract manufacturing
- Group Training - financial, production, marketing, food-business specific topics
- 1:1 technical assistance - food safety, production, business strategy,
- Access to markets - connections to local farmers markets and specialty stores, larger grocery chains, and institutional markets (depending on business size)

➤ Network of food business entrepreneurs
(note: non-profit staff capacity, fundraising ability)



OUR FACILITY

Dorchester, MA



SHARED KITCHEN

- Preventing Cross Contamination
- Equipment to support scaling



ISOLATION ROOM – 2 STATIONS (OPTION TO RENT SOLO FOR EXTRA \$\$)

- AC, dehumidifier
- Specialized equipment like sheeter, ice cream machines, etc.
- No meat



COLD ROOM

- Kept at 41 degrees
- One company at a time
- Grant of inspection for USDA (time separated production)



STORAGE

- Dry, Cold, and Frozen storage
- Cages and Pallet spaces available
- Food Security measures:
 - Building locked at all times — access through key fobs associated with personnel names
 - Locked cages for storage



HOW WE SUPPORT: FACILITY – MATERIALS

- Provide materials:
 - trash, recycle, compost bins and bags
 - Disposable chix towels
 - pH test strips for sanitizer
 - Scrubbies
 - Dish washing detergent
 - Sanitizer
 - Spray bottles
 - Brooms and mops
 - Green and red buckets



HOW WE SUPPORT: FACILITY - PERSONNEL

- Person in Charge at all times during production
- Deep Cleaning - schedule



HOW WE SUPPORT: SHIPPING AND RECEIVING

- Member let's CWK know of a incoming delivery
- CWK receives and directs to proper storage area

BECOMING A MEMBER





MONTHLY INFORMATION SESSION

- Setting expectations
- Tour of kitchen
- Application process
- 35 people/month sign up
- Required for application

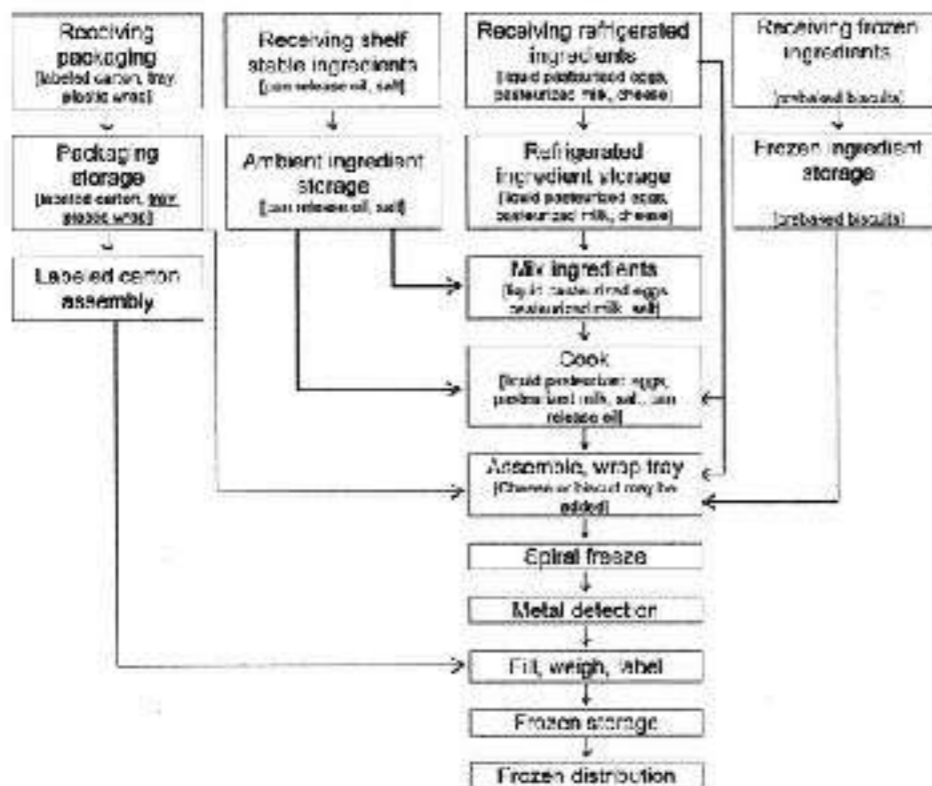
Pro-Forma Income Statement

Company Name		
For 20xx through 20zz (all numbers in \$000)		
	Month 1	Month 2
REVENUE		
Net sales		\$0
COST OF GOODS		
Ingredient Costs		\$0
Shipping Costs		\$0
Other Costs		\$0
Cost of Goods Sold		\$0

RATING EXPENSES	
Shipping Costs	
Taxes and wages	
Employee benefits	
Cell leases	
Employee insurance	
Business insurance	
Utilities	
Business license	
Office supplies	
Equipment	
Contract maintenance & repair	

PRODUCT(S) Order: Pican, Cheese and Cheese Biscuit	PAGE 8 of 38
PLANT NAME: E.G. Food Company	ISSUE DATE: 2/13/2018
ADDRESS: 1100 Culinary Circle, Mytown, USA	SUPERSEDES: 00202015

Flow Diagram



NOTE: Text in square brackets is optional and for teaching purposes.

Verified by: F.S. Leader April 11, 2015

APPLICATION

- 3-month pro forma
- 2-page biz plan
- Food flow

APPLICATION REVIEW

- Application Review Meeting - Director of Entrepreneurship
- Food Flow Meeting - Kitchen Manager
- Criteria for Acceptance:
 - **Prioritize applicants** from businesses owned by women and people of color, and people who live in the Dorchester, Roxbury, Mattapan areas of Boston.
 - **Logistical Fit:** Can we help them scale their process at our kitchen? Does their process fit storage and kitchen space available?
 - **Business Viability:** Have they thought through how their product fits into the market? Do they have a basic understanding of their customer and initial sales channels? Is it a unique product at CWK?
 - **Cultural Fit:** Do they fit within the CWK friendly culture? Are they interested and/or willing to hire locally? Does their business have a social mission? Are they willing to collaborate with other companies? Are they open to support from CWK and other companies?

STAGES OF GROWTH

INCUBATION

START-UP

GROWTH

INCUBATION STAGE

INCUBATION STAGE SUPPORT:

MONTHLY GATHERINGS

CONNECTION TO RESOURCES

(INCUBATION CHECKLIST)

MOCK INSPECTION



ONBOARDING



CWK-PEARL LLC

CULINARY ENTREPRENEUR SHARED KITCHEN CONTRACT

Last Updated: May 2018

CWK-Pearl LLC is a subsidiary of CropCircle Kitchen, Inc. dba Commonwealth Kitchen, a Massachusetts not-for-profit focused on supporting the development and growth of food production businesses as a means to support small business, create local jobs, improve access to fresh food for residents of low-income communities, and build the infrastructure needed to support the local food economy. CWK operates several shared-use commercial kitchens to qualified Culinary Entrepreneurs or "CE's" as a means of meeting this goal.

To become a CE, individuals and/or businesses must have a well-defined business plan, commit to CWK's organizational goals and core values, and be able to work in a collaborative work environment. Members must commit to being part of an incubator ecosystem, where the goal of business growth and expansion, is a central to operations.

Once a business or individual has been qualified as a CE by CWK, each must sign and commit to all of the terms outlined in this Membership Agreement, as may be updated from time to time, in order to have use of CWK's Facilities.

THIS AGREEMENT is entered into this _____ day of _____, 2018, by and between
Commonwealth Kitchen, 196 Oyster Point Road, Boston, MA 02128



- License Agreement
 - Working from home clause
 - Food safety standards
- Introduce Incubation Checklist

INCUBATION STAGE SUPPORT

- Resources for business launch support (contacts etc)
- Lay out food safety trainings for different types of products
- Templates for record keeping and basic GMPs and SOPs
 - Recall Plan
 - SSOP
 - Transportation Plan
 - Emergency Action Plan
- Regulations Road map (connect to proper path with city or state health department)
- Mock Inspection

ROADMAP

ISD – CITY HEALTH DEPARTMENT

Food Flow Plan

Food Safety Trainings

Plan Review with ISD

Application + Base of Operations Letter

DPH – STATE HEALTH DEPARTMENT

Food Flow Plan

Food Safety Trainings (if relevant: BPCS, HACCP)

Documentation

Application



MOCK INSPECTION

- Review food safety documents and labels/packaging
- Ask challenging questions
- Prepare for health inspector relationship (don't see them as the enemy!)

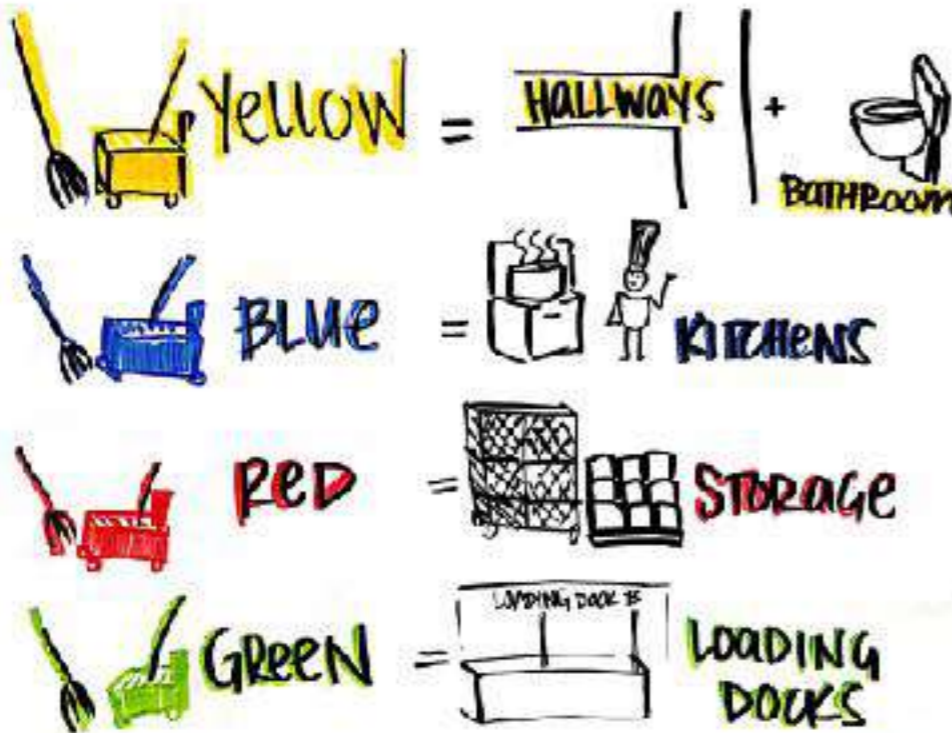
START-UP PHASE



CommonWealth Kitchen Member Handbook

Last Updated: March 17, 2019

BROOM + MOP COLOR CODING



HANDBOOK ORIENTATION

- Kitchen policies
- Booking kitchen space
- Storage
- Deliveries / shipping & receiving
- Food safety and operational policies for working in the kitchen
- Food Truck Specifics
- Fines/penalties
- Etiquette and community

KITCHEN TRAINING

- Check-out Sheets
 - Includes sanitation procedures
- Equipment training
- Recipe and process scaling support
- Day 1 in the kitchen: monitoring and hands-on support

Station: SW Date: _____

Company: _____

Time In: _____

Time Out: _____

PIC Initial: _____

CHECK IN

- Test and adjust sanitizer (200ppm)
- Sanitation bucket (Red) and/or spray bottle
- Soap bucket (Green)
- Wipe down tables and sinks
- Turn on hood fans (if first one in the kitchen)

CHECK OUT

Equipment Used _____

- Sweep station and equipment area
- Mop station and equipment area
- Tables clean, above and below
- Borrowed commissary items returned
- Blast chiller empty
- Reach in empty
- Hand sinks clear
- Equipment used cleaned and reassembled
- Three bay sinks cleaned and RESET
- Dishes removed from clean dish area
- Large bowls covered in plastic bag (if used)
- Empty sanitizer and soap buckets
- Trash, compost, and recycling emptied
- Replace bags

Notes _____

SOUTHWEST



ONGOING MONITORING + SUPPORT

- Storage checks
- Kitchen walk-throughs
- Disciplinary Action

DEEP CLEANING

- CWK team does deep cleaning and “final sweep” on a daily basis.



CHALLENGES

MANAGING A SHARED COMMERCIAL KITCHEN

Cleaning during scheduled kitchen time

Many different kitchen personalities

Old habits die hard (+ policy change)

Members with no previous kitchen experience

COMMUNICATION WITH HEALTH DEPARTMENT

REGULAR COMMUNICATION

- Yearly meeting of State and City health inspectors at our facility
- ISD - city health department
 - Sending Kitchen Schedule and Communicating when companies who are up for inspection will be in
 - Send quarterly hourly usage of companies
 - Facilitate inspections
- DPH - state health department
 - Help schedule initial inspection
 - Coordinate follow-up inspections
 - Facilitate communication around product changes



CHALLENGES



- ISD - city health department
 - Ensuring new entrepreneurs are prepared for plan review
- DPH - state health department
 - Inspector shifts lead to new ways of doing inspections, making it harder to prepare member companies
- People saying to health dept that they work out of our kitchen when they don't
- Making sure that state and city health departments are on the same page around policies

Q+A
