

# Port of Columbia

## Policy #14-2023

### AFC Commercial Kitchen Rates, Rules & User Agreement

#### **Artisan Food Center Commercial Kitchen User Agreement**

1. Users agree to abide by the **Kitchen Rules, Sanitation and Safety Rules, and Health and Cleanliness Rules** that are attached to this agreement.
2. Users agree to obtain all necessary permits related to the type of food processing that is being conducted. All users, regardless of type of activity, must have a Food Handler's Card posted on the bulletin board while in production or be under the supervision of a person with a Food Handler's Card.
3. Any user wishing to store items in the Commercial Kitchen between uses must make prior arrangements with the Port of Columbia. All food items must be stored according to government regulations and only in the space allocated for each user by the Port.
4. No live animals, no smoking and no other tobacco or chewing gum is allowed in the facility.
5. Please supply your own food and utensils.
6. Please do not cut food on the stainless-steel tables or countertops. It mars the surface and contributes to bacterial growth. Please use kitchen cutting board or supply your own.
7. User agrees to leave the kitchen clean and ready for next user. All implements (bowls, sheets, trays, pans, utensils, etc.) must be cleaned and stored in a proper manner. Clean any oven(s) used, including racks. Clean all work areas and utensils, including counters, sinks, and floors before departing the premises. The counters and sinks must be wiped with a sanitizing solution of bleach as required by the Health Department. Cleaning deposit will be relinquished if kitchen is not left clean.
8. Please empty all garbage cans and place garbage in the enclosure behind the Artisan Food Center. Please turn off equipment, lights and lock doors before leaving. Each user is responsible for their own recycling, there is no recycling on site.
9. Only one user may use the kitchen at a time without prior approval. Any user who wishes to share time must get permission from the Port and the client who has the pre-scheduled time prior to use.

*Please abide by the rules set forth in this user agreement. First and second notification of any non-compliance will result in the forfeiture of your cleaning deposit. Third notice will cancel your agreement and may bar you from access to the Artisan Food Center Commercial Kitchen in the future. Applicable State Agencies may be notified of non-compliance.*

**I HAVE READ AND UNDERSTAND THE ABOVE RULES AND REGULATIONS, AND THE ATTACHED PAGES (4 TOTAL) AND I AGREE TO COMPLY WITH THEM.**

\_\_\_\_\_  
PRINTED USER NAME                      USER SIGNATURE                      DATE

\_\_\_\_\_  
USER MAILING ADDRESS                      CITY                      ZIP CODE

\_\_\_\_\_  
USER EMAIL ADDRESS                      USER PHONE NUMBER

\_\_\_\_\_  
WITNESS SIGNATURE (Port of Columbia staff member or authorized agent)

**For any kitchen issues, please contact the Port of Columbia by calling 509-382-2577.**  
If the Port cannot be reached at this number and it is an emergency, please contact Jennie at 509-520-4341 or Valerie 509-731-3746.

## **Artisan Food Center Commercial Kitchen Rules**

- You are welcome to use any of the Artisan Food Center Commercial Kitchen equipment as long as it is left in a clean and usable condition. Dishes and equipment must be returned to their original places when you leave. Kitchen supplies provided at the Artisan Food Center must not be taken home.
- Please let the Port of Columbia know immediately if there is a problem with any aspect of the facility so we can try to rectify the problem as soon as possible. This includes kitchen equipment, refrigeration, sinks, stoves, plumbing, bathroom, garbage collection, electrical, etc. We understand that accidents do happen and equipment does break down, so please let us know of any problems immediately upon discovery. Users will be held responsible for any equipment damaged by their actions.
- Any user wishing to store items in the Commercial Kitchen between uses must make prior arrangements with the Port of Columbia. All food items must be stored according to government regulations and only in the space allocated for each user by the Port.
- An immaculately clean kitchen is what we all aspire to. Please make sure that all surfaces, including the floor, are left clean when you leave. The Port will supply cleaning equipment, trash bags, soaps, and cleaning supplies. Please let us know, when you arrive, if there is any sanitation problem or if supplies are low and more are needed.
- All users of the Artisan Food Center must have a Food Handler's Card or be under the guidance of a Licensed Food Handler that is on the premises, and must display their Food Handler's Card in the kitchen on the bulletin board. Plastic gloves must be worn and are the responsibility of the user to supply.
- All boxes must be broken down flat and placed in outside recycling bin for collection. All other trash must be bagged and also placed outside in bin.
- Floors in the area you have used must be swept and mopped when you are finished.
- Inside and outside of cans must be cleaned if soiled.
- Please do not stack boxes or food supplies on the floors.

- Kitchen doors should not be propped open.
- If you are unable to keep your scheduled time, please notify the Port of Columbia as soon as possible. If we are not notified, you will be charged for the hours you reserved.
- Children under the age of 18 are not allowed in the kitchen without adult supervision.

## Artisan Food Center Commercial Kitchen Sanitation and Safety Rules

- Clean and sanitize all food contact surfaces prior to starting work and after work is complete.
- Sanitizing solution: 1 teaspoon bleach to 1-gallon COOL water.
- Plastic gloves must be worn to handle ready-to-eat food.
- All food in cooler must be labeled with owner's name, product, and date. Shallow containers (2" maximum) are to be used to cool potentially hazardous foods.
- Food placed in the cooler must be in a proper storage container – not cardboard. Items need to be stored in a covered container. All containers need to be wiped down with a chlorine solution after each use and before returning to the cooler. Mold and mildew are attracted to cardboard and spilled liquids on containers and we need to be proactive in eliminating them. Cardboard is **not** allowed in the cooler.
- Keep all detergents or chemicals out of food production area.
- Wipe up any spills right away.
- Clean equipment using appropriate cleaning instructions.
- Floors must be swept and cleaned as necessary, and before leaving. Cleaning supplies are located in the janitorial closet.
- Be sure all equipment has been turned off before leaving. Turn out lights and be sure to write your start and ending time on the log sheet. Lock all doors.
- Only UNOPENED packages and containers of food are to be brought into the Kitchen. Once opened, food can be stored until needed in your storage area, cabinets, cooler, or food may be removed from the Kitchen. However, once the food is removed, it is not allowed to re-enter the Kitchen.

## **Artisan Food Center Commercial Kitchen Health and Cleanliness Rules**

The key to producing a safe and sanitary food product is through the employment of healthy persons who are thoroughly trained in safe food-handling procedures and who practice good personal hygiene. The following procedures will be observed by all Kitchen users:

- All users shall be clean and well groomed. Clothing should be made of washable fabric. No opened-toed shoes are to be worn. A clean or disposable apron is recommended.
- Wear effective hair restraints; hair nets, caps, and beard cover. Wear clean outer garments. Wash hands frequently and thoroughly before starting work, after each absence from the workstation, and at any time when the hands become soiled or contaminated.
- Gloves must be worn when handling ready to eat food. No person afflicted with a boil, an infected wound, or any disease that is communicable can work in any capacity.
- Clean hands and fingernails are important in food handling. Hands should be thoroughly washed before starting work, after handling food, after smoking, after using the toilet, and after using a handkerchief or tissue. The hand sink located in the production area should be used for hand washing. Hands should be washed with hot soapy water for a minimum of 20 seconds and dried with paper towel.
- Hands must be kept away from your face and mouth when preparing food.
- Personal belongings must be kept out of food preparation areas.
- All cuts must be bandaged with waterproof protectors, and disposable gloves must be worn until cut is healed.
- Tenants with open lesions, infected wounds, sore throats, or any communicable disease shall not be permitted to work in the Kitchen.
- Remove all insecure jewelry that might fall into food equipment. Remove hand jewelry when manipulating food by hand.

## Food Handler's Cards and Other Permit Info

### **FOOD HANDLER'S CARD**

All users of the kitchen must hold a Food Handler's Card or be supervised by a person on the premises who holds a card. A Food Handler's Card, also referred to as a Food Worker Card, can be obtained online anytime at [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov). The cost is \$10 and is good for 2 years.

### **TEMPORARY FOOD VENDOR'S PERMIT**

A Temporary Food Establishment ([WAC 246-215-131](#)) is where a person prepares or sells foods with a fixed menu at a fixed location for (a) no more than 21 consecutive days in conjunction with a single event, such as a fair, or (b) no more than three days a week in conjunction with an approved, recurring event, such as a farmers market. The Commercial Kitchen may be used for food preparation for such an event.

#### **Who Needs to Get a Temporary Permit?**

All individuals or groups planning to hold events that serve food and are *open to the public* are required to obtain a permit. If you advertise (with newspaper, television or radio announcements, flyers, signs, banners or other means) to the public, you are required to get a permit.

#### **Where Can I Get a Temporary Food Vendor Permit Application?**

Contact the Columbia County Health Department at 112 N. 2nd Street, Dayton WA or at (509) 382-2181 for application information.

### **OTHER FOOD PROCESSING PERMITS**

The Washington State Department of Agriculture requires permits for certain types of processed foods depending on the product and how you will be packaging and selling this processed food.

Here is a link to a fact sheet provided by the WSDA:

[https://cms.agr.wa.gov/WSDAKentico/Documents/DO/RM/RM/23\\_WSDAFoodProcessorLicenseAndFacilities.pdf](https://cms.agr.wa.gov/WSDAKentico/Documents/DO/RM/RM/23_WSDAFoodProcessorLicenseAndFacilities.pdf)

You can contact the WSDA Food Safety Program to talk with your Food Safety Officer about the licensing requirements before submitting your licensing application. Call (360) 902-1876, visit <https://agr.wa.gov/departments/food-safety/food-safety>, or email [foodsafety@agr.wa.gov](mailto:foodsafety@agr.wa.gov).

The local health department can also help you sort out which permit you need. Feel free to contact the Columbia County Health Department at 112 N. 2nd Street in Dayton or call (509) 382-2181 for assistance.

## Kitchen Rental Process and Fee Schedule

Artisan Food Center Commercial Kitchen  
700 Artisan Way, Suite D, Dayton, WA

1. Review the **User Agreement** and its 4 attachments: *Kitchen Rules, Sanitation and Safety Rules, Health and Cleanliness Rules, and Food Handler's Cards and Other Permits*. This agreement is available online at [www.bluemountainstation.com](http://www.bluemountainstation.com) or at the Port office at 1 Port Way, Dayton.
2. Contact the Port of Columbia to reserve hours for kitchen use.
3. Call 509-382-2577 or email [auditor@portofcolumbia.org](mailto:auditor@portofcolumbia.org) to set up a time to sign the agreement, and get the code to the kitchen door. All users must sign a *User Agreement* prior to working in the kitchen and pay the following fees and deposits:
  - ✓ **\$15 per hour kitchen use fee**
  - ✓ **\$50 cleaning deposit**, which will be returned to you if the kitchen is left in a clean and usable condition
4. **The kitchen may be rented daily between 7 am and 11 pm.** Users should park and enter the kitchen from the rear entrance. The light switch is just inside the back door. A public restroom is located on the east end of the Artisan Food Center for use by kitchen renters.
5. All users of the Artisan Food Center Commercial Kitchen are required to have a **current Food Handler's Card**. A Food Handler's Card can be obtained online at [www.foodworkercard.wa.gov](http://www.foodworkercard.wa.gov). The cost is \$10 and the permit is good for 2 years.
6. There may be other permits required depending on your activity. Please read the **Food Handler's and Other Permits** document on our website, or check with the Columbia County Health Department or the Washington State Department of Agriculture to make sure you have all necessary permits.

**Please contact the Port of Columbia with any questions or concerns regarding the Artisan Food Center Commercial Kitchen.**

Jennie Dickinson, Port Executive Director  
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[jennie@portofcolumbia.org](mailto:jennie@portofcolumbia.org)  
509-382-2577 office, 509-520-4341 cell