

## Policy for Shared Kitchens.

### Definitions:

**Rented Kitchen:** Any licensed establishment used as a place of business for the primary purpose of leasing, utilizing, or renting its commercial kitchen to food vendors or businesses for food preparation, food storage, product development, food packaging or any other food-related purposes to the public by selling or providing its products through retail, wholesale, mobile food vending, temporary food events, fundraisers, seasonal food events or any outlet where the public can buy or consume such products.

**Renter:** Any person, who leases, utilizes or rents the licensed commercial kitchen for food preparation or packaging.

**Business Owner:** The person(s) renting or leasing the licensed commercial kitchen.

\* The business owner is responsible for obtaining a license and paying the applicable fees to the City of Evanston for the rented kitchen every year.

\* The business owner is responsible to submit a list of the renters and the schedules of those who intend to utilize the kitchen to the City of Evanston Health Department every year and anytime in the course of the year when there is a new renter. The business owner is also responsible for keeping and maintaining this list and providing it immediately when requested.

\* The business owner shall also submit to the City of Evanston Health Department a food safety information form (downloadable from the City's website) for all the renters who intend to utilize the kitchen.

\* Each food safety information form shall be submitted with the following documents to consider it complete (1) a copy of the person(s) responsible for the food assembly, production or food preparation or renter's Illinois food sanitation certificate (2) a menu (3) samples of food labels used for packaged food items (4) SOP's or HACCP plans of the foods prepared or packaged at the kitchen (5) spec sheets of equipment the renter intends to use that are not part of the licensed kitchen (6) and any other additional or supporting documentation relating to the foods produced or packaged in the kitchen.

\* The City of Health Department staff shall review the food safety information forms and the supporting documents. The City of Evanston Health Department staff will deny approval of practices that will result in any potential food hazards but are also available to work with such renters to modify their menus, food practices, food preparation methods or apply more stringent guidelines to achieve satisfactory food safety practices.

\* Any changes in the operation of the renter's business such as equipment, menu, foods, labels, HACCP and SOP's, Certified Food Managers etc shall be communicated to the City of Evanston Health Department prior to making such changes.

\* The business owner or renter shall comply with all food safety requirements provided by the Illinois Food and Sanitation code and conform to any operational practices required or approved by the City of Evanston Health Department.

\* The business owner and the renter shall after proper identification allow access to the City of Evanston Health Department staff for inspections and any other City inspections to determine compliance.

\* The business owner shall ensure that at any period of time, the number of renters preparing food in the kitchen will not pose a safety or health risk.

\*The City of Evanston Health Department shall inspect the food practices, food assembly, food preparations and equipment on a yearly basis or anytime there is a food related complaint. The findings during the inspections shall be recorded in writing on an inspection report. The inspection report shall state the specific violations found and establish a reasonable time period within which such violations shall be corrected.

\* When a critical item is identified, corrective actions shall be taken immediately. All violations of critical items shall be corrected as soon as possible, but in any event, not to exceed 10days following inspection.

\* When these violations constitute a substantial hazard to public health, food operations must be suspended immediately. The renter shall not resume food operations until the renter passes re-inspection. Opportunities for re-inspection shall be offered within a reasonable time.