

St. John's Farmers' Market Co-operative Ltd.

# Kitchen Handbook



245 Freshwater Road  
St. John's, NL A1B 1B3

709-221-7536 [www.sjfm.ca](http://www.sjfm.ca) [info@sjfm.ca](mailto:info@sjfm.ca)

*(Updated June 30, 2023)*

## **Purpose of the Handbook**

This handbook was created to help food vendors understand the requirements and expectations surrounding the use of the St. Johns' Farmers' Market Commercial Kitchen. This includes policies meant to keep health and safety as a main priority of our market.

For information on the broader policies about being or becoming a vendor at the SJFM, please see the St. John's Farmers' Market Vendor Handbook.

The manual is to be used in conjunction with the in-person Kitchen Orientation which all food vendors must complete prior to attending the SJFM or using the commercial kitchen.

This document will continue to be a work in progress and we invite your input on what we have put together. Without our vendors, the St. John's Farmers' Market would not be the wonderful, vibrant community event that it has become and will continue to be.

Sincerely,

The SJFM Co-op Team

## Kitchen Policy Overview

- We take food safety very seriously. The requirements outlined in this handbook are necessary in order to abide by NL Food Safety regulations, as well as to ensure the safety of individuals using the kitchen, and those who will eat the food you are preparing. Additionally, these guidelines will ensure the SJFM commercial kitchen is clean, maintained, and safe for use at all times.
- All food vendors must complete a kitchen orientation before being permitted access to the SJFM commercial kitchen. This will be arranged with you by the Market Manager before you use the kitchen the first time.
- There are to be no children in the SJFM kitchen at any time.
- Because we are managing a space where people handle food, following this manual is a requirement of being able to use our kitchen. Vendors who fail to uphold the responsibilities outlined in this Kitchen Handbook, will be subject to the following consequences:
  - 1st offense – Verbal warning with email follow up
  - 2nd offense – Written warning
  - 3rd offense – Restricted from using the SJFM Kitchen for the closest upcoming booked date
  - 4th offense – Restricted from using the SJFM Kitchen for three months

In extenuating circumstances, exceptions may be given at the discretion of the Market Manager or Executive Director.

Additionally, The Market Manager or Executive Director can override this process in the case of aggressive or extremely unsafe behaviour.

- If you have any questions about the requirements listed in this handbook or have questions that are not covered here, please email us at [info@sjfm.ca](mailto:info@sjfm.ca) or call the office at 709-221-7536

## **Food Warming Prior to Market**

- For food vendors booked into a SJFM Market, the SJFM Commercial Kitchen is available for vendor food warming for two hours before the start of the market. On a Saturday, this would be between 6:45am-8.45am.
- Vendor food warming is for reheating previously prepared food and bringing it to a safe hot-holding temperature. It is not intended as a time that vendors can cook or prepare their product from scratch.
- During food warming times, the commercial kitchen is a shared space and other vendors will also be using it as well. Please be courteous! Do not turn the oven settings up or down without checking to see if someone is already using that space.
- The commercial kitchen is not open to vendors during market operation.

## **Booking the Commercial Kitchen Outside of Market Day**

- The SJFM Commercial kitchen is also available for vendors to rent by the hour outside of market days. The vendor rental rate for the SJFM Kitchen is \$27.50 per hour + hst. Kitchen rental fees will be billed at the end of each month.
- All bookings for the SJFM Commercial Kitchen must be requested and confirmed through the Market Manager, Admin Assistant, or Executive Director at least 24 hours in advance of the time desired.
- Vendors are only entitled to use the kitchen during the periods it has been booked. Any time taken over the requested booking will be charged accordingly.
- If you are late for your booked time, we may not be able to shift you to a later time. We are only able to guarantee that you will be able to use the kitchen until the end of your original booking.
- At the end of your commercial kitchen booking, the kitchen must be fully cleaned and left in the same condition that you found it. Failure to do so may incur an additional cleaning fee.
- Please note that the SJFM commercial kitchen is designed to accommodate two bookings at the same time. There is a possibility that you may have to share the kitchen with one other vendor during your booking.

## Hygiene/Sanitation

- Upon entering the kitchen everybody must wash their hands.
- You must also clean and sanitize all surfaces and equipment before and after use. Including changing the garbage
- Vendors are responsible for the cleaning of their own dishes and equipment.
- Food must be scraped into the garbage from dishes or cooking equipment. Then dishes must be cleaned and rinsed before going into the dishwasher. This is to prolong the life and effectiveness of the dishwasher.
- The SJFM has kitchen cleaning supplies on hand for you to use. If you cannot find cleaning supplies inform a member of staff.

## Food Safety

- Vendors must adhere to all food safety standards as outline by Service NL in their food safety guidelines. Please visit the Service NL Food Safety website for all required food safety guidelines. You can find that information here: <https://www.gov.nl.ca/hcs/publichealth/envhealth/foodsafetyinfo/>
- Too ensure safe cooking temperatures, vendors must use thermometers during food production.
- Prepared food must be left to cool for a minimum of 30 minutes to under 100°F (37°C) before being placed into the fridge.
- When disposing of used cooking oil, you must allow the oil to cool before pouring into the grease disposal barrel. Do not leave pans or pots of oil on the stove or counters after your booking. It is not the responsibility of staff to dispose of this for you.

## Food Storage

- There is one shared commercial refrigerator allocated for use by vendors in the SJFM kitchen. Vendors are permitted to store food in this fridge during their kitchen bookings.

- This fridge may also be used overnight for vendors who have booked the kitchen to cook on Friday in advance of the Saturday Market.
- Outside of the times listed above, there is no vendor fridge/freezer storage available.
- Any food stored in the shared commercial refrigerator, must be safely sealed or covered, and clearly labeled with the vendor's name and the date the food was made.
- The commercial fridge is a shared space. Please do not tamper with or move any food that may already be stored in the fridge.

### **Required Dress Code**

- For safety reasons, non-slip closed-toed shoes must be worn at all times. No flip-flops or sandals are permitted.
- Hair must be covered in either a hairnet or hat and tied up where applicable.
- Clean, appropriate clothing including an apron to be worn.
- Clothing should not be loose as this may create a fire hazard.

### **Personal Equipment**

- Any equipment a vendor brings into the kitchen must be clearly labeled with the vendor's name, and is the vendor's own responsibility.
- Any equipment, supplies, food ingredients or belongings you bring with you, **MUST** be removed from the kitchen at the end of your rental.
- The SJFM holds no responsibility for any loss or damage of vendor equipment or belongings left behind.

### **SJFM Equipment and Appliances**

- If you discover or suspect any of the SJFM kitchen equipment or appliances are damaged/faulty stop using it immediately and inform a member of staff.

- If there is a water leak from any of the faucets, please notify a member of staff.
- If you are not sure how to use any of the commercial equipment properly, please ask. Improper use of the kitchen equipment or appliances could damage the equipment, pose a safety risk, or lead to serious injury.

## **Kitchen Safety**

- The SJFM kitchen is equipped with a commercial ventilation system. This vent hood must be turned on anytime a vendor is cooking on either of the stoves.
- Should a vendor bring in their own cooking equipment (e.g. a deep fryer, grill, or any appliance that heats up), this equipment must be used under the vent hood. If you are not sure where to place your equipment, please ask.
- In the event of a fire, if it is safe to do so, activate the fire suppression system, or combat the fire with the fire extinguisher located in the kitchen, then raise the alarm and head to the muster point which is located next to the bus stop outside.
- All spills that result in liquid on the floor of the kitchen must be cleaned immediately. Let a staff person know if a mop is needed. If the spill is oil or another especially slippery substance, please notify a staff person immediately as it may require special cleaner to remove.
- There is a large first aid kit located in the kitchen just to the side of the main doors. Vendors are free to use this in case of a minor injury. If you notice there are things that are missing or needed in the first aid kit, please let us know.
- In the case of a serious injury in the kitchen, please call 911 for emergency assistance, and then notify the SJFM staff.