



market address: 140 S. Walnut St., Wooster, OH 44691 • 330-263-5336 • localrootswooster.com

LOCAL ROOTS COMMUNITY/COMMERICAL PROCESSING KITCHEN

The Local Roots Commercial Processing Kitchen is a shared-use, fully licensed, commercial kitchen facility. It provides kitchen space for local farmers and food entrepreneurs to explore new food business ideas with **minimum capital investment**, allows farmers to **add value** to their raw agricultural products, and existing food businesses to **sustain and scale-up**.

Under our current licensing with the ODA (Ohio Department of Agriculture), processors can produce many items, such as fresh packed pre-cut produce, prepared dips like humus, salsa (not canned), frozen food items, and baked goods. Items made in this facility are legally allowed to be sold at Local Roots or anywhere in the USA!

Local Roots does not currently have a canning and bottling license, however processors with their own licenses may be able to process these products in our kitchen. We will consider adding equipment and licensing as demand grows.

Please contact betsy.anderson@localrootswooster.com to discuss your ideas. Don't be afraid to dream! Our team is happy to work with you and put you on the path to make your product ideas into reality!

Renting the Kitchen for Commercial Processing

Commercial Processors rent the kitchen to process their own products that will be sold under their name. Once product and process is approved, the producer is fully responsible for all aspects of production and sale. Producers must provide proof of ServSafe certification and insurance.

Cooperative processing under Local Roots name/license

As a co-op, Local Roots feels that it is important to support small, new, and trial products and producers. To help the kitchen fit into the business goals and budget considerations of even the smallest producers, Local Roots also offers the option for producers to process products under the Local Roots name and license. At this time, this arrangement is only available for things like ready to eat foods or frozen produce for off season sale. *Other items may be considered, please discuss your ideas with co-op management!*

These products are the property of Local Roots, must be stored/sold only at Local Roots (Wooster and Ashland), and will be labeled as a Local Roots product. However, each product will also be sub-identified with the producer information. Local Roots will track products through the bar code system so that the producer can be paid upon sale. Local Roots makes no guarantee of sale.

Those wishing to preserve fruits/veggies for winter sale may learn to process the products themselves, attend group "processing parties", or give product to another Local Roots volunteer for processing (if one is available). Local Roots has freezer bags and labels available for use.

All products must be packaged and labeled for individual sale by the producer, follow co-op guidelines, and health safety rules. In addition, Ready-to-eat foods must be labeled with a sell by date of 1 week (per Health Department rules) and be approved by café staff so as not to conflict with café menu. Producers will need to provide all ingredients, packaging, and labels. Some of each product must be taken offsite to our Ashland

facility for sale to comply with ODA regulations. Local Roots volunteers will provide pick up & delivery of product to the Ashland store.

This arrangement allows the producer to preserve or “test the waters” with no additional upfront cost (rent, insurance, etc) and is designed for smaller quantities, seasonal products, and trial runs. Each producer will need to work closely with, and under the supervision of, Local Roots management or trained volunteers.

Processing Options for Producers

	<u>Commercial Processing</u> (as Individual)	<u>Cooperative Processing</u> (as Local Roots)
Types of Products	Any approved product	Ready to eat foods to be served on site or preserved (frozen) produce with no additives
	Sell anywhere	Sell only at Local Roots (Wooster & Ashland)
1. Membership	All users must be current members (\$50 per year)	
2. Food Safety & ServSafe	Producer must provide proof of ServSafe Level 1 Certification (Food Handler)	Producer must provide proof of ServSafe Level 1 Certification (Food Handler) or work with ServSafe certified person onsite
3. Cleaning Deposit	\$50	\$50 for individual users No fee for group uses
4. Insurance	Producer must have \$1M product general liability insurance, naming LR as additional insured	N/A
5. Costs	\$10-\$30/hr depending on equipment (see table below)	Commission to producer upon sale: 80% commission for fresh/ready to eat foods, 75% for frozen foods If producer provides product to a LR volunteer for processing: 50% commission upon sale

GENERAL RULES

1. Membership

All processors must have an up to date membership of the Wooster Local Foods Cooperative, Inc before using the commercial kitchen. Cost of Membership is \$50 or 10 hours of volunteer time annually.

2. Food Safety

Safety of the product and processor is the top priority of Local Roots. There must be a certified person onsite whenever processing is taking place. Anyone wishing to use the kitchen for processing must have completed Level 1 ServSafe (Food Handler) training and provide certificate of completion to be kept on file or schedule time to work with a certified individual.

A ServSafe certified member of co-op management who is familiar with the kitchen will be present during the initial use of the kitchen for training and to review and document processes.

Find at <http://www.servsafe.com/home>. Cost is \$15 and the certification is good for 5 years.

If at any time management feels that the processor is being unsafe, they may be asked to leave forfeiting all pre-paid fees.

Other Basic Safety Rules:

- No children under the age of 16 or untrained individuals are allowed in kitchen while processing is taking place. No one under the age of 18 may use equipment.
- Processors must wear proper clothing. Sandals, shorts, tank tops, and jewelry that could fall in to your product are not permitted (wedding band OK).
- Hair must be worn back and covered with a hairnet.
- Finger nails should be short and clean – NO fake nails or nail polish allowed unless you wear gloves.
- All cuts shall be bandaged with waterproof protectors, and watertight disposable gloves shall be worn.
- Beards and mustaches must be covered with a beard net (provided by the processor).

3. Cleaning Deposit

All processors will be required to pay an upfront deposit of \$50 for extra cleaning time. In the event that the kitchen requires extra cleaning after the processor leaves, all or a portion of the deposit may be withheld. This deduction will be made at the discretion of the Co-op Management after their inspection.

The processor will be required to re-pay the deposit upon scheduling the next visit.

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ADDITIONAL RULES FOR INDIVIDUAL COMMERCIAL PROCESSING

4. Insurance

All tenants must provide proof of a \$1M general liability insurance, naming Local Roots as additionally insured, to be kept on file.

Products may be covered under the processors home/farm insurance. Processors should contact their insurance agent and add Local Roots as an additional insurer. If additional insurance is needed, Local Roots suggests Don Buren at Buren Insurance Group 419-281-8060 who is familiar with our operations.

5. Kitchen Rental Rates

Type of Kitchen Use	Per Hour Cost
Kitchen Space/Small Equipment (prep tables, sinks, scales, vacuum sealer, etc)	\$10
Large Equipment (stove, ovens, mixer, etc)	\$15
Whole Kitchen Scheduled (all equipment, no sharing with other renters)	\$30

Fees are negotiable based on agreement with each individual tenant. Tenants who rent a set amount of time per week/month and pay in advance are entitled to a discount.

Reserving Kitchen Space

Processor should schedule kitchen use in advance to avoid conflicts. Set up and cleaning time should also be considered. All rental fees must be prepaid.

Prioritization of Kitchen Use

It is the goal of Local Roots to promote locally sourced products as well as those that will be sold through the Local Roots Market. If space becomes limited; LR will give these processors priority.

All efforts will be made to ensure the most efficient use of the kitchen facility at all times.
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OTHER INFO

Equipment/Tools

LR provides basic equipment and consumables (gloves, hairnets, aprons) as well as basic cleaning equipment (dish soap). Everything else needed for processing must be supplied by the processor such as chopping boards, tongs, tasting spoons, whisks, mixing bowls, “hot” gloves/mitts, towels, and parchment paper/foil/plastic wrap.

Processor should ID what will be needed to process prior to use.

Processor may bring their own small appliances for use. All appliances must be inspected and approved by Kitchen Manger prior to use.

Processors may make agreements to borrow/rent equipment from each other. All agreements should be made in writing and submitted to the co-op management. LR assumes no responsibility for such agreements or any issues that may arise. Use of another renter’s personal equipment or ingredients without consent may result in removal from the kitchen and forfeit of any pre-paid fees.

Labeling

Is the responsibility of the processor to insure that all products are labeled in accordance with the ODA requirements including: statement of responsibility (name/address), ingredients and all sub-ingredients, weights.

Current labeling regulations do not include a requirement for shelf life or freshness date (Best Before or Use By) dates on labels. These may be voluntarily included as a way to encourage retailers to rotate products and let consumers know when the time is up for highest product quality. (<http://www.foodlabels.com/faq.htm>)

Products may qualify for Small Business Nutrition Labeling Exemption. See <http://www.fda.gov/Food/GuidanceRegulation/GuidanceDocumentsRegulatoryInformation/LabelingNutrition/ucm2006867.htm> for details.

Storage Space

Processors wishing to leave, tools, equipment, or ingredients on site must rent storage space. Processors must provide tubs/boxes that can be closed and clearly labeled with the owner’s name. Perishable contents must be labeled and dated. All other personal items must be removed upon leaving the facility.

At this time, storage space is available for those using the kitchen for processing at no charge. Charges may be added as space becomes limited. Renters will be given plenty of advanced notice.

Selling Products at Local Roots Market

Processors who would like to sell product through Local Roots must follow the Market’s application procedure found at <http://localrootswooster.com/producers>. Production in the Commercial Processing Kitchen does not guarantee sales opportunity in the market.

Cooperation

Sharing a kitchen space requires cooperation on the part of everyone involved! All users should work to be understanding, flexible, and have an open cooperative attitude to working with co-op management and other users.

Questions

All questions regarding operations should be directed to Kitchen@LocalRootsWooster.com or call 330-263-5336.



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COMMERCIAL PROCESSING KITCHEN AGREEMENT
(Individual Producers)

Name(s) _____ Member # _____

Farm/Business Name _____

Mailing Address _____

City _____ State _____ Zip Code _____ County _____

Phone _____ Email _____

Web page _____

Section 1 – Products

Please list products you will be producing:

Section 2 – Licensing/Insurance

Need prior to scheduling kitchen time (attach copies of documents as necessary):

- Up to date membership to Wooster Local Foods Cooperative, INC (Local Roots)**
- ServSafe certificate of completion**
- Cleaning deposit of \$50**
- \$1M product general liability insurance, naming LR as additional insured**
- Prepaid rental time**

Section 3 – Agreement

I agree to comply with all Local Roots market rules, regulations and requirements. I affirm that all information in this application is complete and accurate. I understand that being a part of a cooperative requires flexibility and cooperation from everyone involved.

Signature _____

Date _____