

Hilltown Licensed Kitchens

Commercial User Guide

Hilltown Kitchens offers licensed space for commercial food prep and serving. Renters are responsible for providing their own ServSafe Certified oversight, any required permits, licenses and in some cases, proof of insurance.

Locations

Jacobs Kitchen is located at:
18 Jacobs Road, Heath MA

Community Hall Kitchen is located at:
1 West Main Street, Heath MA

Hilltown Kitchen Managers

All questions about the commercial use of Hilltown Kitchens facility questions should be directed to Kitchen Managers. Current managers are:

Alice Lee (917-683-6199) Alicelee727@gmail.com
Pam Porter (413-337-5535) pam_porter@verizon.net

Commercial Use Fees

Jacobs Kitchen
Kitchen only, full use, \$50/hour
Cafeteria, \$30/hour
Cafeteria and light use of kitchen (refrigeration and stovetop only) \$70/hour

Community Hall Kitchen
Kitchen only, \$30/hour
Kitchen and one floor, \$50/hour
Kitchen and both floors, \$70/hour

Commercial Use Security Deposit

A security deposit of \$250 is required of commercial renters and will be returned if and when the premises have been inspected for cleanliness and damage. The renter is responsible and agrees to pay any additional cost of repair to or replacement of any damage to equipment, supplies or the facility

Freezer Rental

Freezer space may be available for rent at Jacobs Kitchen. Contact one of the kitchen managers for information

Available Times and Scheduling

Hilltown Kitchens are available for rent year around from 6:00am to 12:00am daily. Scheduling is done on a first-come, first-served basis.

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Commercial renters must schedule usage in one-hour increments. The minimum rental period is for 3 hours. Your rental must include the time necessary for loading and unloading, food preparation, and cleaning. You must agree to be billed for any extra time used beyond your reservation.

Please see the calendar at the Building Use Committee page of townofheath.org for available days and times and to make a request for kitchen rental. Applications are available on line. A Kitchen Manager will review your request and, if approved, you will receive an email confirmation and invitation to set up orientation visit, if needed. New users must schedule time for orientation at least seven days in advance.

Payment

Rent payments and a security deposit is due and payable in full in advance. Use will not be permitted nor is your date secured until rent and the security deposit have been paid.

Cancellation Policy

Once Heath Kitchens accepts a reservation, that time becomes unavailable to others. If you decide to cancel your reservation, the kitchen may not be able to find another renter. You should carefully consider how much time you need before reserving the kitchen.

In the event the renter cancels, **only the security deposit will be refunded.**

Trading Hours/Scheduled Times Requires Approval

Trading hours or scheduled times with other Heath Kitchen users is not permitted unless authorized by the Kitchen Manager. Without prior authorization you may not transfer or assign your scheduled hours to others. Renters shall not grant access or allow a third party to operate in the Jacobs Kitchen at any time. Violation is grounds for immediate termination of your rental agreement without a refund and discharge from the facility.

Entry/Exit

Arrangements are made at the time of rental for the building to be open or for a key to be provided and returned.

Required Orientation

Prior to the rental, renters are required to tour the premises with a kitchen manager or her designee, for orientation and instruction about the use of the kitchen.

Your orientation and tour of the kitchen will familiarize you with what equipment is available in the kitchen, where it is found, and how to use it. Be sure to note what equipment is available, as you may need to bring supplies and additional or specialized equipment with you for use during your shift.

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Storage

Heath Kitchens are not able to provide general storage at this time. You should be prepared to bring equipment, ingredients, packaging and other materials with you and remove them at the end of your rental.

Linens and Supplies

Hilltown Kitchens provides space and some equipment and cleaning supplies. The following items must be brought with you and removed by you at the end of your shift (not an inclusive list):

- Utensils
- Linens, including dishcloths, towels, and aprons
- Aluminum foil, plastic wrap and storage containers
- Garbage bags other than those used for trash in the kitchen

Parking

At Jacobs Kitchen, you may park in the drive by the loading dock while you are using the facility. At Community Hall, parking is available near the downstairs entrance.

General Sanitation

All users of the Heath Kitchens are expected to use good hygienic practices at all times and to follow all Food Code cleaning and sanitation procedures. *At the end of your shift, Kitchens must be left in as good or better condition than you found it.*

Allergens

As shared use kitchens, Jacobs and Community Hall Kitchens cannot guarantee that its space and equipment are free of allergens or free from the risk of inadvertent cross contamination. Sharing processing equipment and preparation space may result in cross-contamination with allergen proteins even if normal precautions and sanitation protocols are followed.

Trash and Recycling

The renter is responsible for the removal of all waste materials at the end of their shift. Failure to remove waste will result in forfeiture of the security deposit.

Tobacco and Alcohol Policy

Use of tobacco is prohibited at all times in the Community Hall and at the Jacobs Road Municipal Building and not permitted in any area of the grounds or parking lot. This includes all tobacco/nicotine products, including but not limited to cigarettes (clove, bidis, kreteks), electronic cigarettes and other delivery devices, cigars and cigarillos, hookah smoked products, pipes, and oral tobacco (spit and spitless, smokeless, chew, snuff). Renters serving alcohol must contact the Heath Select Board to apply for a permit.

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Closing Procedure

All users of the Heath Kitchens are expected to use good hygienic practices at all times and to follow all Food Code cleaning and sanitation procedures. *At the end of your shift, the kitchen must be left in as good or better condition than you found it.*

When leaving the facility users must ensure that:

- All equipment is off and unplugged, unless such equipment is designated for continuous use, such as refrigerators and microwaves.
- All tables and counters and any equipment used are cleaned, washed and sanitized in accordance with Food Code standards.
- Tables and chairs are folded, arranged, stacked and stored as they were found.
- Floors are broom clean.
- All lights are off (except in main building entry way at Jacobs Rd.)
- Fans and exhaust systems are off
- Jacobs Kitchen: steamer and dishwasher doors are open.
- Community Hall Kitchen: Ventilators are turned off.
- All waste is removed from premises.
- All food is removed from the premises.
- Verify that doors and windows are securely closed and locked.
- Key is returned according to prearranged instructions.

For questions and further information, please contact one of the kitchen managers.