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Getting your Culinary Business “Cooking” at Open Kitchen’s Chef’s Timeshare Kitchens

These are Open Kitchen’s “Getting Started” Requirements

Open Kitchen’s mission is to help small-scale culinary entrepreneurs launch and build their businesses with lower risks and minimal start-up costs. Our Chef’s Timeshare Kitchens (CTK) at our facility at 7115 Leesburg Pike, # 107, West Metro Plaza in Falls Church, VA are commercially equipped and permitted by the [Fairfax County Health Department](#) (FCHD) and inspected by the [Virginia Department of Agriculture and Consumer Services](#) (VDACS). The following 2 business categories may apply to operate from our kitchens:

1. **Category 1 Food Businesses** are those businesses that produce, prepare, assemble, or provide food for immediate consumption by the public: *Caterers, Personal Chefs, Meal Preparation/Delivery Operations.*
2. **Category 2 Food Businesses** are those businesses that manufacture, produce, assemble/package, process, and offer retail or wholesale packaged food products for sale: *Specialty Food Producers and Bakers.*

The usage of our kitchens for activities other than those listed above may be granted on a case-by-case basis. Conducting cooking classes/private instructions is not available.

A diverse array of ready-to-eat food products can be made in our kitchens, for example, specialized sauces, soups, jams and jellies, salsa, hand-blended teas, sushi, tamales, fresh pastas, wedding cakes and other baked goods, and candy.

Whether you want to start or grow a catering, personal chef, baking, specialty foods, or meal preparation/delivery business, our Chef’s Timeshare Kitchens can serve as the base of operations for your business. Our Chef’s Timeshare Kitchens may be reserved by the hour, day, week or month on a first come-first serve basis (see our *Chef’s Timeshare Kitchens Pricing Menu & Requirements*).

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Below is a list of steps to get your business operating from our kitchens as smoothly as possible. If you have any questions or need assistance along the way, please contact our Operations Manager, Holly Camalier, at 703-334-1327.

Step 1 Application & General Requirements for All Businesses

- Submit Completed CTK Application
- Submit Open Kitchen's Application Fee of \$75
- Provide Northern VA Certified Food Manager Card

Once your Application is tentatively approved by Open Kitchen, you may proceed with Step 2

Step 2 Pre-Approval & General Requirements for All Businesses

- Submit Open Kitchen's Processing Fee of \$100
- Submit Signed CTK Operating Agreement
- Submit Signed CTK Kitchen Policy Handbook
- Provide proof of Liability Insurance

Step 3 Comply with Specific Food Safety Requirements

- Category 1 - Producers of immediate consumption products
- Category 2 - Producers of Packaged food for Sale

Step 4 Final Steps Prior to Reserving Kitchen Time

- Submit Reservation Deposit Fee of \$750
- Attend 1-hour Orientation at Open Kitchen

Step 1: Application & General Requirements for All Businesses

- Complete and submit "Open Kitchen – Chef's Timeshare Application" and fax to Holly Camalier, Open Kitchen's Operations Manager, at 888-433-0819. Notes:
 1. For Category 1 Applicants, a single application may be submitted which itemizes all of the Category 1 activities you propose to conduct at Open Kitchen's facility.
 2. For Category 2 Applicants, a separate application is required for each food product group, e.g., baked goods, juices, canned goods, you propose to produce/manufacture at Open Kitchen.
- Pay \$75.00 for each application submitted to Open Kitchen, LLC. Check should be made payable to Open Kitchen and mailed to 7115 Leesburg Pike, Falls Church, 22043

Fax 888-433-0819 ~ e-mail: info@openkitchen-dcmetro.com ~ www.openkitchen-dcmetro.com
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- Provide proof of a valid Northern Virginia Certified Food Manager Card (CFM) for each prospective applicant. This is a requirement of the FCHD for any food business. The CFM card can be obtained from ORS Interactive, Inc. (6066 Leesburg Pike, Suite 200B, Falls Church, VA 22041-2234, Ph: 703-533-7600) by demonstrating proof of passing one of the “Recognized Exams” such as Serve-Safe. If you have not yet taken an exam, you can do so at the ORS Interactive. Visit the FCHD website for more information
<http://www.fairfaxcounty.gov/hd/food/cfmlist.htm>.

Open Kitchen will notify applicants about their “Pre-Approval” status within 5 business days following receipt of all of Step 1 documentation.

Step 2: Requirements for All Businesses

Upon pre-approval, applicants will need to take the following actions:

- Review, sign, and submit Open Kitchen, LLC – Chef’s Timeshare Kitchens’ Operating Agreement (“Kitchen Operating Agreement”).
- Review, sign, and submit Open Kitchen, LLC – Chef’s Timeshare Kitchens’ Policy Handbook (“Kitchen Policy Handbook”).
- Pay a non-refundable processing fee of \$100.00 for each pending Application. Check should be made payable to Open Kitchen, LLC and mailed to 7115 Leesburg Pike, #107, Falls Church, 22043.
- For Category 1 Applicants:
 - Provide proof of both general and product liability insurance that (i) specifically identifies each of the services you identified in your application, (ii) provides coverage of at least \$1 million per occurrence, and (iii) names “Open Kitchen, LLC” as an additional insured.
- For Category 2 Applicants:
 - Provide product labeling information (or actual label if available)
 - Provide proof of both general and product liability insurance that (i) specifically identifies each of the products you identified in your applications, (ii) provides coverage of at least \$1 million per occurrence, and (iii) names “Open Kitchen, LLC” as an additional insured.
- If you need an insurance broker, we can recommend our agent: Peggy L. Barr, CIC, Danaher/Skewes & Associates, 4200 Evergreen Lane, Annandale VA 22003, (703)-914-4176, (703)-642-5970 fax pbarr@danaher-skewes.com

Upon successful completion of all Step 2 requirements, Open Kitchen will issue a Base of Operations Approval Letter for your business, a pre-requisite to Step 3.

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Step 3: Complying with Specific Food Safety Regulatory Requirements

Open Kitchen's facility is permitted by the Fairfax County Health Department (FCHD) and inspected by the Virginia Department of Agriculture and Consumer Services (VDACS). The types of food products your business produces or intends to produce will determine how your business is/will be regulated and by which of these and/or other related authorities, e.g., US Department of Agriculture. Furthermore, if your food business conducts interstate commerce, it also may be subject to Food and Drug Administration (FDA) requirements.

Below are food safety requirements to get your business operating legally from our kitchens in accordance to the 2 food business categories available for operating at Open Kitchen:

1. **Category 1 Food Businesses** are those businesses that produce, prepare, assemble, or provide food for immediate consumption by the public: Caterers, Personal Chefs, Meal Preparation and Delivery Operations. Category 1 Food Businesses are primarily regulated by local health departments and because Open Kitchen's facility is located in Fairfax County, VA, the FCHD will have jurisdiction. (see: www.fairfaxcounty.gov/hd/)
2. **Category 2 Food Businesses** are those businesses that manufacture, produce, process, and offer packaged food for sale: Specialty Food Producers and Bakers. In the State of Virginia, Category 2 Food Businesses fall within the jurisdiction of VDACS. (see: www.vdacs.virginia.gov/regulatory/index.shtml)

Category 1 Food Businesses

Specific Requirements for Caterers, Personal Chefs, and Meal Preparation/Delivery Operations

The following are specific requirements of the FCHD for businesses that produce, prepare, assemble, or provide food for immediate consumption by the public such as food catering or meal preparation/delivery operation.

1. Complete and submit the FCHD Application for Permit to Operate a Food Service Establishment ("http://www.fairfaxcounty.gov/hd/food/foodpdf/ehf02.pdf"), along with the following **to the FCHD:**

- Open Kitchen's Base of Operations Approval Letter
- A copy of your business license (or a copy of the business license application)
- Proof of a valid Northern Virginia Certified Food Manager Card
- Non-refundable fee of \$40.00 payable to FCHD (or current fee as required by FCHD)

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(*): The Food Establishment Permit will allow you to operate your food business at Open Kitchen. For further details, please visit <http://www.fairfaxcounty.gov/hd/food/>. We have **pre-populated** a copy of this document, with Open Kitchen's information. If you would like assistance completing this application, please contact Holly Camalier, Operations Manager, at 703-334-1327. A copy of your application must be submitted to Open Kitchen.

Upon receipt of the Food Establishment Permit Application, the FCHD will schedule a "Pre-Opening Inspection" of your base of operations (i.e., Open Kitchen). According to FCHD, The inspection should be scheduled within 7-10 days after notification.

2. Schedule and Complete the FCHD Pre-Opening Inspection. You will not be charged for your first hour of kitchen time used during the 1st inspection. However, you must provide prior written notice of all scheduled inspections to Holly Camalier, Open Kitchen's Operations Manager at holly.camalier@openkitchen-dcmetro.com and obtain final approval for all such inspections to take place at Open Kitchen. A copy of your inspection report must be submitted to Open Kitchen. Additionally, all "objectionable conditions" and other issues arising from such inspections must be disclosed to Open Kitchen and resolved prior to moving forward with the next step. Upon passing the inspection, the FCHD will issue the Food Establishment Permit allowing your business to operate from Open Kitchen. You must provide a copy of this Permit to Open Kitchen.

NOTES

1. Even though Open Kitchen's facility is under permit by the FCHD, each food business that operates from Open Kitchen must be approved for a permit separately as its own food business entity.
2. Once your food business is permitted to operate at Open Kitchen, other types of inspections by the FCHD will/may be necessary. For more information, please visit www.fairfaxcounty.gov/hd/food/foodinsp.htm. Your business is responsible for complying with all FCHD inspection requirements.

Once your business has been issued a Food Establishment Permit by FCHD, you can proceed to Step 4 (see below)

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Category 2 Food Businesses ***Specific Requirements for Specialty Food Producers and Bakers***

The following are specific requirements of VDACS for businesses that manufacture, produce, process, and offer packaged food for sale (retail or wholesale) such as specialty food producers and bakers that sell food products at retail stores, farmers' markets, cafes, restaurants, and online.

1. Review Virginia's Food Safety and Security Laws and Regulations, <http://www.vdacs.virginia.gov/fdsafety/index.shtml> and the following specific document
2. VIRGINIA FOOD LAWS (2013 Edition)
<http://www.vdacs.virginia.gov/fdsafety/pdf/foodlaws.pdf>
3. Review the Code of Federal Regulations, Chapter 21 -- Part 110 (21 CFR 110) of the Current Good Manufacturing Practice in Manufacturing, Packing, or Holding Human Food (a copy can be provided by Open Kitchen).

The Food Safety Specialist assigned to Open Kitchen's WestMetro Falls Church facility is David Easter, who is responsible for conducting all food safety inspections at our facility. He can be reached at 804-221-3623 or david.easter@vdacs.virginia.gov for information about VDACS requirements. **You must coordinate with David Easter to schedule a Pre-Opening Inspection for your business prior to using our facility.**

You will not be charged for your first hour of kitchen time used during the 1st inspection. However, you must provide prior written notice of all scheduled inspections to Holly Camalier, Open Kitchen's Operations Manager, at holly.camalier@openkitchen-dcmetro.com and obtain final approval for all such inspections to take place at Open Kitchen. Upon receiving passing the inspection, the VDACS will issue an Inspection Report allowing your business to operate from Open Kitchen. You must provide a copy of this Inspection Report to Open Kitchen.

Additionally, the following requirements must be met prior to moving forward with the next step:

1. All "violations" and other issues arising from your inspections must be resolved.
2. Any reference to "Open Kitchen" on your product label must be specifically approved by Open Kitchen.

(Please note that these are continuing obligations.)

NOTES:

1. Even though Open Kitchen is a VDACS inspected facility, each food business that operates from Open Kitchen must be inspected and issued an Inspection Report separately as its own food business entity.

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2. Once your food business receives authorization by VDACS to operate at Open Kitchen, other types of inspections by VDACS will/may be necessary. For more information, please visit www.vdacs.virginia.gov/fdsafety/index.shtml. Your business is responsible for complying with all VDACS inspection requirements.

Once your business has been issued an Inspection Report by VDACS, you can proceed to Step 4 (see below).

Step 4: Final Step prior to Reserving Kitchen Time

Now that your food business has received either a Food Establishment Permit by FCHD and/or Inspection Report by VDACS, these are your final steps prior to reserving kitchen time:

- A. Pay a **Basic Deposit Fee** of \$750.00 that is refundable provided that Open Kitchen does not have to make any claims for equipment damage or loss, damages to our facility, cleaning, or nonpayment. Check should be made payable to Open Kitchen and mailed to 7115 Leesburg Pike, Falls Church, VA 22043
- B. Attend a 1-hour commencement of business orientation at Open Kitchen. At the orientation you will finalize any remaining paperwork with Open Kitchen and receive a thorough walk-through of the facility and training on the proper use of the equipment within the Chef's Timeshare Kitchens.

Please note that because different products and activities may have different liability potentials and/or other risks or issues, Open Kitchen reserves the right to add additional product or activity specific requirements to its "Getting Started" requirements as a condition of Open Kitchen's consideration and approval of your application. Additionally, Open Kitchen reserves the right to terminate the application process and deny your "Chef's Timeshare Kitchens Application" at any time and at any stage of the application process prior to Open Kitchen's issuance of your Client ID Code.

Please note that you are prohibited from using the name "Open Kitchen" in connection with your products or services unless such use is approved by Open Kitchen.

Upon successful completion of Step 4, Open Kitchen will issue your business a Client ID Code which will allow you to schedule and purchase kitchen time.

Congratulations!!