



## Commercial Kitchen FAQs

**Q.** *How much does the kitchen cost to rent?*

**A.** The hourly rate for *The Potluck* is on a sliding scale based on gross income. The chart below is how we determine what the rent will be for each client.

Household Size	1	2	3	4	5	6	7	8
Income	\$23,700	\$27,050	\$30,450	\$33,800	\$36,550	\$39,250	\$41,950	\$44,650

50% and below guidelines - \$5.00/hr

100% and below guidelines - \$8.00/hr

200% and below guidelines - \$12.00/hr

300% and below guidelines - \$20.00/hr

400% and below guidelines - \$30.00/hr

401% and above guidelines - \$80.00/hr

**Q.** *How do I begin the application process?*

**A.** The first step is to set up an appointment with the kitchen manager to discuss your business and make sure *The Potluck* is the best fit for you. From there, we will help you obtain the necessary requirements to get started. Appointments can be made by contacting **Jennifer Morgan**.

Email: [jmorgan@communityactionuc.org](mailto:jmorgan@communityactionuc.org)

Phone: (801) 373-8200 ext 239

**Q.** *What type of payments are accepted?*

**A.** We only accept cash or check.

**Q.** *What is the difference between a Food Handler's Permit and a Food Safety Manager Certification?*

**A.** It is required for at least one person in your business to have their Food Safety Manager Certification. If you have your Food Safety Manager Certification, you do not need a Food Handler's Permit—the Food Safety Manager Certification covers it all. Anyone else who plans to work with your business and handle food in the commercial kitchen will be required to have their Food Handler's Permit.

**Q.** *What are the hours of the commercial kitchen?*

**A.** The Potluck will be available **24 hours a day, seven days a week**, for a total of 168 hours per week.

120 hours of the week (71% of hours of operation) will be dedicated to serving low-income entrepreneurs.

The remaining 48 hours will be allotted to the general public on a first-come, first-served basis.



*Q. What is the square footage of the commercial kitchen?*

A. 533 square feet

*Q. How does scheduling work?*

A. We have an online scheduling system. Business owners will be able to schedule for the next three months, on a first-come, first-served basis. If a business owner does not have access to a computer, they can call the kitchen manager; the kitchen manager will schedule on their behalf. We want to make sure our clients get the most out of their scheduled time, so there will be no overlapping shifts.

*Q. How do I get my health permit?*

A. Depending on what your product is, you will either contact the **Utah County Health Department** or the **Utah Department of Agriculture and Food**. It's best to speak with each agency directly since each business will need a different permit depending on what is being produced.

*Q. What appliances are available for use?*

A. 2 six-burner stoves

2 ovens

2 convection ovens

1 reach-in refrigerator

1 reach-in freezer

2 20-qt stand mixers

Proofing cabinet/hot holding box

4 prep tables

Assortment of bowls and other utensils

*Q. Is there a minimum amount required for liability insurance?*

A. There is a minimum of \$1,000,000 of commercial liability insurance coverage, with The Potluck listed as an additional insured.

*Q. Is there a place for food trucks to dispose of wastewater/greywater?*

A. No, we do not have the proper way for food trucks to dispose of wastewater. If you have a food truck and would like to use our kitchen as a commissary, you will need to find another place to dispose of your wastewater.

*Q. I still have questions. Who do I contact?*

A. Questions can be directed to **Jennifer Morgan**.

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