



## DCK Guidelines

- The Deuel Community Kitchen (located at Deubrook Elementary School) will be available for use after 3:00 p.m. during the school year, anytime during the summer and on days when school is not in session. All school-related functions will take precedence. An appointment must be set up through Deuel Area Development (DADi) (see below for contact info). Chefs must check with DADi before rescheduling.
- Chefs must submit and receive approval for a kitchen use application from DADi prior to use. A \$50 one-time application fee, payable to DADi, must be included. Chefs must show they are working towards a business plan and marketing of their product. Also it is advised that those “chefs” should join Deuel Area Development yearly with DADi’s lesser membership fee.
- A daily use fee of \$5 is due on or before each day of use. Usage of the kitchen for experimenting with a recipe is also allowed.
- A SD Food Service License is required. Please see below the Foods Law link.
- Chefs must attend an orientation with the kitchen proprietor (Jennifer Carlson) to become familiar with required sanitation practices, operation of larger appliances and general location of equipment.
- Chefs are required to complete a check-off sheet after each kitchen use.
- Chefs are responsible for replacing equipment that becomes damaged or broken through misuse, including accidental damage. Chefs are not responsible for replacing equipment that breaks as a result of general long-term use or normal wear and tear.
- Chefs must respect the integrity of the office space, school property and the privacy of the proprietor by using only designated kitchen areas.
- We understand the need for confidentiality. Those who use the kitchen are expected to respect the confidentiality of others’ recipes.
- Cooler space is available; items must be labeled and placed in the area.
- Children under age 12 are not allowed in the kitchen during use. Children on the premises must be supervised by an adult, other than the chef, at ALL times. There are no wandering beyond the kitchen area.
- All products marketed through retail venues, or produced under the Home-Processed Foods Law require proper labeling. Please contact the Department of Health or SDSU Extension for more information (see below). Appropriate labeling is the sole responsibility of chefs.

- Chefs are asked if they would have “Made in the Deuel Community Kitchen-Toronto” in some form placed on their product packaging or label. If at sometime in the future DADi does get labels, they will be given to you.
- Chefs may obtain a certificate from DADi stating they are authorized to use the Deuel Community Kitchen to show inspectors as proof of licensed kitchen use.

### **Contacts:**

- Contact information for Food Service Manager (ServSafe) Certified kitchen liaisons:
  - Kim James: kimberly\_james@live.com 605-695-8166
  - Kristianna Gehant-Siddens: vegfarm@itctel.com 605-695-1305
- Other Contacts and Resources:
  - Joan B. Sacrison, DADi Executive Director: dadi@itctel.com 605-874-8038 or 605-210-0575.
  - Jennifer Carlson, Deubrook Kitchen, 605-794-1151 (school phone).
  - Dakota Rural Action: 605-697-5204.
  - SD Department of Health, Office of Health Protection: <http://doh.sd.gov/food/> 605-773-4945.
  - **Home Processed Foods Law** in South Dakota Codified Law:  
<http://legis.state.sd.us/statutes/index.aspx> (type in statute number 34-18 and click ‘get statute”, then scroll down to chapters 34-37). You may qualify for the “Cottage Law” in SD.
  - At this time, the cost of a yearly license from the Department of Health to is \$90.00. At this time we are seeking support and discussion concerning this charge. This amount is payable to the Department of Health and not to the kitchen.



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