



Kitchen Guidelines

- Chefs must submit and receive approval for a kitchen use application from Deuel Area Development, Inc. (DADi) prior to use.
 - A \$50.00 one-time application fee, payable to DADi, must be included.
 - Chefs must show they are working toward a business plan and marketing of their product.
- A South Dakota Food Service License is required. Please see below for the Foods Law link.
- All products marketed through retail venues or produced under the Home-Processed Foods Law require proper labeling.
 - Appropriate labeling is the sole responsibility of the chefs.
 - Please contact the Department of Health or SDSU Extension for more information.
 - Additionally, chefs are asked to include “Made in the Deuel Community Kitchen – Toronto, SD” in some form placed on their product packaging or label. If at a future date DADi purchases labels, these will be provided for 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.
- The Deuel Community Kitchen, located at Deubrook Area Elementary School in Toronto, South Dakota, will be available for use after 4:00 when school is in session, during the summer, and on days when school is not session.
 - All school-related functions will be given preference when scheduling.
 - An appointment must be scheduled in advance with the Deubrook Area School Food Service Director.
 - Chefs will be provided a key fob for use at the service entrance. This fob will be placed in the DCK dropbox provided in the kitchen at the end of use. Pick up of the fob will be coordinated with the Deubrook Area Food Service Director.
- Chefs must attend an orientation with the Deubrook Area School Food Service Director to become familiar with the required cleaning and sanitizing procedures, operation of appliances and general location of equipment.
- Chefs are required to complete a check-off sheet after each kitchen use.
- A daily use fee of \$5.00 is due on or before each day of use.
 - Payment (cash or check made out to DASD) should be left in the DCK dropbox in the school kitchen.
- 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 and privacy of the office space and school property by using only designated kitchen areas.
 - Children under the age of 12 are not allowed in the kitchen during use.
 - Service doors cannot be propped open as this causes an alert to be sent.

- Cooler space is available; however, prior arrangements must be made with the Deubrook Area School Food Service Director and all items must be labeled and placed in the specified location.
- Chefs are expected to respect the confidentiality of others' recipes.

Contacts:

- Deubrook Area School District Food Service Director:
 - Dawn Timmons: dawn.timmons@k12.sd.us 605-695-6128
- DADi Executive Director:
 - Joan B. Sacrison: dadi@itctel.com 605-874-8038 or 605-210-0575
- ServSafe Certified Kitchen Liaisons:
 - Kristianna Gehant-Siddens: vegfarm@itctel.com 605-695-1305

Resources:

- Home Processed Foods Law in South Dakota Codified Law:
 - <http://legis.state.sd.us/statutes/index.aspx>
 - Type in statute number 34-18... scroll down to chapters 34-37.
- Dakota Rural Action: 605-697-5204
- SD Department of Health, Office of Health Protection:
 - <http://doh.sd.gov/food>
 - 605-773-4945
- You may qualify for the "Cottage Law" in South Dakota.
- At this time, the cost of a yearly license from the Department of Health is \$140.00 for zero occupancy. This amount is payable to the South Dakota Department of Health.



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