



DEPARTMENT OF ENVIRONMENTAL HEALTH County of Riverside

INFORMATIONAL BULLETIN NO. 92-12-DES

KITCHEN AGREEMENT LETTER

WHAT IS A KITCHEN AGREEMENT LETTER?

A kitchen agreement letter establishes an arrangement between you and an approved permitted food establishment allowing you access to their kitchen and storage areas for the purpose of preparing food and storing utensils. Any person who wishes to sell, distribute, or provide food to the public must prepare and store food in an approved, permitted, and inspected food facility.

A KITCHEN AGREEMENT LETTER IN ADDITION TO A HEALTH PERMIT OBTAINED THROUGH THIS DEPARTMENT, WILL ALLOW YOU TO ENGAGE IN RETAIL FOOD SALES IN RIVERSIDE COUNTY.

A kitchen agreement letter will be valid for the time period that is specified on the letter and the types of food that you sell shall be approved by this Department. To participate as a vendor for private events such as picnics, wedding receptions, or parties, a kitchen agreement letter will not suffice; instead contact this department for guidelines and permits required for catering operations.

HOW DO I OBTAIN A KITCHEN AGREEMENT LETTER?

1. Locate an Approved Kitchen

An approved kitchen is a permanent, fixed food facility that has a valid health permit, is in good standing, and receives routine inspections from this department. The kitchen you select should have appropriate equipment for the type of food you are planning to prepare. For example, if you plan on preparing barbecued meats, a bakery may not have the equipment you need and would not be an appropriate facility for your business.

2. Make an Appointment

Once you have one or more possible kitchens in mind, call for an appointment with an Environmental Health Specialist. It's important to make an appointment because a Specialist may not be available to help you when you come into the office. During your appointment, you can sit down with the Specialist to discuss the type of business you want to run. The Specialist will then advise you on whether the kitchen you are considering will be appropriate and discuss other requirements you will need to comply with.

3. On-Site Evaluation

Once you have selected the kitchen you plan to use, an on-site evaluation of the kitchen will be required. The fee for this inspection is set by the Board of Supervisors in Ordinance 640. Generally, an hour will be sufficient to evaluate the kitchen. Fees need to be paid in cash or money order and will be due at the time of the evaluation. The owner or operator of the kitchen must be present at the time of the on-site evaluation. All parties must be present to sign the kitchen agreement letter.

4. Permit

Once you've met with a Specialist and your kitchen agreement letter has been approved and signed, you may begin to prepare and sell your food as allowed under the health permit obtained. It is important to maintain your signed kitchen agreement letter with you at your point of business for view during inspections.

WHAT OTHER REQUIREMENTS ARE THERE FOR MY BUSINESS?

- All food must be stored and prepared at the approved kitchen. No food may be prepared or stored at your private residence or any other location that has not been approved by this department.
- Equipment and utensils must be washed, rinsed, sanitized, and stored at the kitchen.
- All food workers must have a valid food handler card issued by this Department.
- A log sheet must be maintained at your approved kitchen and shall include:
 - Dates

OFFICES IN: RIVERSIDE, BLYTHE, CORONA, HEMET, INDIO, MURRIETA AND PALM SPRINGS

For more information call (888) 722-4234

Department Web Site – www.rivcoeh.org

- Times
- Name and location of events or venues where you will be vending your food
- Food items that are being packaged at the approved kitchen shall be properly labeled. The label must contain the following:
 - Name of the product
 - List of ingredients
 - Your business name
 - Name of the preparation kitchen
 - Address of the preparation kitchen
 - Phone number
 - Health license number

Example of Labeling:

Product Name
List of Ingredients
Your Business Name
Name of the Preparation Kitchen
Address of the Preparation Kitchen
Phone Number
Health Permit # PRXXXXX

Chocolate Chip Muffin
Ingredients: Chocolate Chips, Flour, Sugar, etc...
Prepared by J & B Bakery
At Muffin Magic
123 Main St Riverside, CA 92503
(951) 123-4567
Health Permit # PR12345

- You are required to comply with all food handling and safety provisions of the California Retail Food Code. You can find a copy of these regulations as well as other helpful information on our website www.rivcoeh.org.

*Document available in an alternate format upon request



County of Riverside
DEPARTMENT OF ENVIRONMENTAL HEALTH

STEVE VAN STOCKUM, DIRECTOR

KITCHEN AGREEMENT LETTER

Name of Food Vending Business: _____

Owner: _____ CDL: _____ DOB: _____

Home Address: _____

Business Phone: _____ Cell Phone: _____

E-mail Address: _____

Place that Vending Operation will occur: _____

This section is to be completed by the owner/operator of the Riverside County permitted facility, which will be used by the above named individual to prepare foods. **This agreement is not valid until approved and signed by an authorized representative of Riverside County Environmental Health. This department reserves the authority to revoke this agreement for cause at any time.**

Name of Food Facility: _____

Environmental Health Permit #: _____

Address of Facility: _____

Business Phone#: _____

Business Hours: _____

Day(s) of the week when vendor will be using your kitchen: _____

Time of day the vendor will be using your kitchen: _____

The above named vendor has my permission to use my health regulated business as stated above for the purpose of storing and preparing food and for cleaning and storing utensils and equipment. I agree to provide a dedicated and clearly labeled storage space for the vendor to store his/her food and utensils until such time as they are transported directly to the vending site.

I understand this agreement is between myself and Mr/Ms. _____, and that I shall notify the Department of Environmental Health, within 10 days of severance of this agreement, or when the above named individual has not used my kitchen for a period of 30 days. I also understand that any falsification or misrepresentation pursuant to this agreement may subject me to citation or legal action.

I declare the information above to be accurate and correct.

Signature

Date

As an authorized representative of the department, I am familiar with the above facility and have verified that it meets standards for space, storage and operation. I have also verified that the permit to operate is current and that this is a food facility in good standing with this department at this time.

Signature of Environmental Health Specialist

Date