



Operations procedures:

Welcome to Le Gourmet Factory. We are glad you have chosen our facility to help you in your culinary endeavors. As you are aware, from our screening practices, we take food, chefs and the passion of chefs to prepare exquisite food very seriously. It is our sincere hope that you are successful in whatever area of the culinary field you wish to pursue. We are also here to assist you in your goals.

As you are now part of The Factory family, there are certain expectations we have as to how you conduct yourself while you are on Factory premises. Please take a few minutes to review our policies.

Professionalism:

Our expectation is that you, and anyone assisting you, conduct yourself in a professional manner at all times while on Factory premises. Speech and conduct are all indicative of the attitude with which you practice your craft. Yelling, cursing, banging, beating (unless part of a culinary preparation) and throwing things, including tantrums, are unnecessary and will not be tolerated.

It is mandatory that you have New Jersey Department of Health Food Managers Certificate (The Factory follows all NJHD guidelines, rules and regulations.)

Appearance:

Again, your appearance should be indicative of the seriousness in which you hold yourself in the craft. Professional culinary attire will be worn whenever you are working in our kitchens. This will include Pants and Shirts; shorts are not permitted. Short sleeve shirts will be allowed as long as they are either plain or printed w/ appropriate logos or art work related to your business. Sleeveless T-shirts, and shirts w/ messages printed on them that have no relation to your business or food in general will not be allowed. Shoes must be closed-toe and provide the necessary support to keep you comfortable on your feet for the necessary durations. Hats and hair nets are required at all times. Gloves will be worn in accordance w/ New Jersey Health Department Code.

NOTE:

Our facility is open, highly visible and available, not only to chefs and other industry related professionals using them to prepare food but also to caterers, teachers, and TV producers, providing demonstrations related to the industry. At any time there may be visitors touring the facility or attending a function. We expect that those individuals will be impressed w/ the professionalism of all of those utilizing our facility. You never know when a visitor may be moved or inspired to use **your** services or products.

Radios / Music:

Music may be played as long as it does not interfere w/ any other function happening at the Factory. It is at the sole discretion of the Factory to request that music be turned off at any time.

Cleanliness / Organization:

The Factory expects that you will keep your areas clean and organized at all times. Yes, we realize that there is an inherent amount of mis en place that may appear to be less than neat and straight. This is not what we are referring to. Your areas should be as organized as possible while allowing you to perform the necessary functions of your endeavors. Tables should be kept organized, mis en place and preparations should have containers, floors should be free of extraneous debris. Whenever a spill occurs it should be attended to in an appropriate manner immediately i.e. swept or mopped. Towels and rags will be kept in sanitizing buckets as per NJ Health Department guidelines. At the end of your use of the facility, it will be left in a clean and sanitary manner. All surfaces will be cleaned and sanitized. Floors will be swept and mopped. All factory property will be returned to its appropriate storage area. The dish and pot area should be cleaned after use as well.

Smoking:

The Factory is a Smoke – Free environment. Smoking is not permitted in any area of the building or on the grounds.

Supplies – Food Related:

LGF maintains an inventory of basic dry and pantry food stuffs and supplies. This inventory is for normal use and is provided as a convenience for you. Any excessive quantities of normal pantry items (i.e. flour and sugar for bakers), all perishable items and any specialty goods are the responsibility of the individual to provide.

All perishable goods stored in LGF refrigerators and freezers must be labeled with the contents, date stocked, and owner's company name. Items left without proper information will be disposed.

NOTE: if you wish LGF to purchase your food supplies, arrangements can be made to do so. A minimum of 1 week is required in order to obtain required supplies.



Small Wares:

Although all members are responsible for the use and supply of their own small wares, LGF maintains a small inventory of small wares, including, but not limited to pots, pans, strainers, whips, spoons, ladles, measuring spoons and cups, spatulas and rubber spatulas. These are available for use by all members. Please clean, sanitize, and re-stock any LGF small wares used during your shift. Any specialty tools and equipment including knives are not provided. You are responsible for providing and storage of all of your own tools.

Large Equipment:

All of the Equipment in the Factory is the property of The Factory. It is at your disposal for use for its intended purpose only. Our expectation is that you will follow proper operating procedures for all equipment. If you are unfamiliar w/ the operation of any piece, please **ask** for assistance, we will be glad to provide it. Any damage to equipment will be the responsibility of the individual or individuals causing the damage and those individuals or their organization will be billed for the repair plus a \$100 fee. (Please be careful). You will leave all equipment clean and sanitized upon completion of your allotted time. Please be aware that the space you are utilizing is yours for the allotted time only. **All clean-up must be done within your time frame.**

Ware Washing Area:

The Factory's ware washing area is provided for your convenience and use. Chemicals are provided for the pot sinks. Please follow the recommended use for all chemicals in three bay sink. If you have questions or are unfamiliar w/ the proper set up and use of either the pot sinks or the dish machine, please ask for assistance. Again, please use the sinks **ONLY FOR THEIR INTENDED PURPOSES.**

Garbage Removal:

The Factory will provide garbage removal. You are required to bring trash bags to fill any waste you create in the kitchen. When finished cleaning, place your trash in the dumpsters located in the Southwest parking lot. Please notify The Factory immediately if/when the dumpsters are full and need to be replaced.

Mops / Brooms:

Mops and brooms, as well as chemicals for cleaning the floors, tables and other work surfaces are provided. Please use them for their intended purposes. Material Safety Data Sheets (MSDS) are available in the common area **for** your convenience. If you are unfamiliar w/ the proper use of any chemicals, please ask for assistance.

Changing Room:

The Factory has a changing room for your use and convenience. Please keep in a clean, straight and sanitary condition when you are finished. There are storage lockers for your personal **items, dry goods and smallwares.** Locks are not provided by The Factory.

The Factory is NOT responsible for any lost or stolen personal articles.

Please do not leave any personal items at the factory upon your departure even if you are planning to return at the end of an event or leave for any reason. The same guidelines apply for the changing areas as for other areas of the Factory. Please be respectful of other's personal property and leave the facility in a clean and sanitary fashion.

With that being said, Let's get cookin'!

Signature (Licensee)

Date

By signing, you agree to all terms and conditions outlined above and in the LGF license agreement. LGF reserves the right to modify this agreement at any time. We will provide written notice of any changes to all members.