



## CITY OF SALEM, MASSACHUSETTS

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**Public Health**  
Prevent. Promote. Protect.

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### Shared Kitchens Guidelines

Shared kitchens have been used successfully to enable start-up companies to utilize common space to manufacture their products without the costs/ investment in a kitchen. The concept of Shared kitchens is not new but has to have a good management infrastructure in place that will take care of the overall administration of the kitchen.

There are several models out, but it is predominantly:

- Non- profit corporation (private groups or public/private partnerships)
- For profit- Privately owned kitchens

#### Operations

There are 2 types of Operations:

1. **Retail:** the manufacturer sells their product directly to the end-consumer
2. **Wholesale:** the manufacturer sells their product to a third party who distributes their product or resells the product or uses it as an ingredient or menu item at another establishment not owned by the producer of the product.

**All wholesale products are regulated by the Department of Public Health's Food Protection Program and possibly the FDA or USDA. Please contact these agencies if you wish to engage in wholesale operations.**

Retail Foods must comply with the requirements of MA Food Establishment Regulations 105CMR590.00

The main concerns that users and operators of shared kitchens should have are:

- *Operations should be separated by time and space i.e. 2 operations cannot occupy the same space or use the same equipment at the same time.*
- *Protocols for cleaning should be developed and approved*
- *Cross contamination during operation should be addressed*
- *Clients should be made aware if allergens are used by other clients as it may be necessary for them to declare on their labelling, as well as ensure equipment is properly cleaned to ensure no transfer occurs.*
- *Protocols for equipment use should be developed: How is use assigned, Operation guides, Who cleans, is it a general use of or specialized equipment*
- *Storage should be provided for specialized utensils that are not used in common or owned by an individual manufacturer e.g. candy cooking pots*
- *Separate storage should be provided for raw materials and finished products*
- *Contracts for disposal of waste and grease should be provided together with a Pest management contract*

This list or guide cannot anticipate every individual operation, thus it is general.

Please feel free to contact the **Health Department** at **978-741-1800** with questions specific to your product or operation.