Jax Kitchen

Public Food Service Establishment Commissary

Step to use of Jax Kitchen Commissary (Public Food Service Establishment) as a Caterer

Welcome to Jax Kitchen located at 1850 Emerson St, Jacksonville, Florida 32207. We are excited that you are interested in our facility as your Public Food Service Establishment Commissary. Please use the information as an introduction to Jax Kitchen. Please read through the information and complete the following steps to use the kitchen. We look forward to working with you.

Commissary Information:

A commissary kitchen is a licensed, inspected commercial kitchen that is used for storage of supplies, preparation of food, and washing of equipment and utensils. Commissary kitchens serve a wide variety of needs for caterers, pushcarts, mobile trucks, temporary restaurants, food peddlers and food manufacturers.

A commissary is a commercial kitchen for the shared usage of many different companies or individuals. Both the kitchen owners and users must agree to abide by the health codes and conduct of the licensing agencies. If any client applies for kitchen usage as a caterer they must become certified by the DBPR to use the kitchen.

To use Jax Kitchen, go to our online booking, document management, invoicing and payment system, provided by The Food Corridor: https://app.thefoodcorridor.com/en/signup?default_kitchen=28996 (link is also on our web-site under Scheduling). Create an account, complete and upload the (1) General Information form, (2) New Client Application, (3) Client Agreement, (4) Cooler/Refrigeration Addendum and (5) Floor Cleaning Policy, pay the registration fee and last month's minimum hours. We will provide you with the commissary license number and JEA letter needed for your application to the State. Your monthly rental obligation becomes active the day of your DBPR inspection.

1. Visit the Division of Hotels and Restaurants Web-Site to start the process of getting the license for your food service business.

   Division of Hotels and Restaurants
   1940 North Monroe Street
   Tallahassee, FL 32399-1011
   Phone: 850.487.1395
   www.myfloridalicense.com

2. Complete the license application DBPR HR-7007 with Jax Kitchen shown as the existing H&R licensed kitchen (section 2 & section 4).

3. Obtain and upload liability insurance and a copy of your Certified Food Manager's Certificate (required documents).

4. Schedule state inspection and participate in the Jax Kitchen Orientation to gain access to the facility.