Jax Kitchen

Public Food Service Establishment Commissary

Steps to use of Jax Kitchen Commissary (Public Food Service Establishment) as a Prepackaged or Prepared Food Manufacturer

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 potential client applies for kitchen usage as a food manufacturer, they must undergo the process to become certified by the FDACS 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 letter and JEA letter needed for your application to the State. Your monthly rental obligation becomes active the day of your state inspection.

1. Visit the Florida Department of Agriculture and Consumer Services Web-Site to start the process of getting the license for your food service business.

   Florida Department of Agriculture and Consumer Services, Division of Food Safety
   3125 Conner Blvd., Ste. D, Tallahassee, FL 32399-1650
   (850) 245-5595, (850) 245-5553 Fax
   https://www.fdacs.gov/Divisions-Offices/Food-Safety

2. Complete the Annual Food Permit Application FDACS-14306 and obtain the Commissary Letter of Agreement from Jax Kitchen (paragraph 4). Consider whether you need a Mobile Food Vendor permit.

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.