



1500 2nd Ave. So., Nashville, TN, 37210, 615-428-9224(O), TPATCK@gmail.com.

ORIENTATION CHECK LIST

Resources can be found on the “Getting Started” page of our website at TheCooksKitchenNashville.com

- Read Appropriate Policy & Procedure (P&P) Manual
- Read & Sign the Appropriate TPATCK User Agreement (UA)
- Contact Dept. of Health (If they say you need it, email TPATCK to request a blank “Cart” or “Caterer” Commissary Agreement to get notarized)
- Contact Dept. of Agriculture (Use contact information on the TPATCK website’s “Resources” page; If they say they will need to inspect you, email TPATCK to request your “Manufacturing Within” paperwork)
- Obtain Liability Insurance (See “Insurance Requirements” on the “Getting Started” page of the TPATCK website)
- Sign up on our website to set up your account by clicking the button at the top of our webpage
- Schedule Orientation

At Orientation:

- Be sure all questions regarding the UA and P&Ps are answered
- Bring a signed copy of your UA
- Ensure your Insurance Agent has emailed your Certificate of Insurance (COI) to TPATCK@gmail.com
- Provide copy of proof (online) Food Safety Manager's Course Certification (Proctored exam is **Not Required**)
- Bring your signed, notarized Commissary Agreement (CA) (N/A for Manufacturing Within)
- Bring your Blanket Certificate of Resale
- Be prepared to pay 1st months membership dues, storage fees and/or booked kitchen time (sorry, no checks please)
- Bring your HACCP plan (Caterers ONLY)