



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 “Mobile Food Unit” or “Caterer” Commissary Agreement to get notarized)
- Create your HACCP plan (Caterers ONLY)
- 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)
- Ensure your Insurance Agent has emailed your Certificate of Insurance (COI) to TPATCK@gmail.com
- Provide proof (online) Food Safety Manager's Course Certification (Proctored exam is **Not Required**)
- Obtain a Blanket Certificate of Resale (TN IRS 500 Deadrick St., Nashville, TN)
- Schedule Orientation

At Orientation:

- Be sure all questions regarding the UA and P&Ps are answered
- Bring all requested paperwork from above
- Bring a voided check or credit card information needed for account set up
- Be prepared to pay 1st months membership dues, storage fees and/or booked kitchen time (sorry, no checks please)