



Getting Started at Culinary Co-Op

- **[Food Manager's Certificate](#)** - All food businesses must have at least one employee who has a Food Manager's Certificate -- required by the City of Lubbock / Lubbock County Health Department. This certificate must be available at all times while in the kitchen to show City of Lubbock (CoL) Health Department (HD) officials upon request.
- **[Food Handler's Certificate](#)** - All employees, if any, of your food business must have a Food Handler's Certificate per the CoL HD. (**If a person has a Food Manager's Certificate, they **DO NOT** also need Food Handler's).
- **[Culinary Co-Op Lease Agreement](#)** - This is the contractual Terms and Conditions related to using Wingman Kitchens' facility. Mobile Food Vendors also have a similar agreement to sign with us.
- **[Waiver & Release of Liability Form](#)** – This form tells us that the client acknowledges the risk and will not hold Culinary Co-Op unreasonably liable for any accidents or injuries.
- **Required Questionnaire(s)** – Culinary Co-Op requires an [Instructor Questionnaire](#) and/or a [Lease Questionnaire](#), depending on the activity in which the client/customer is participating.
- **Insurance requirement** - A certificate of insurance showing a minimum of \$1,000,000 Commercial General Liability Insurance with Wingman KITCHENS, LLC listed as an additional insured. Kitchen member must maintain this policy coverage for the duration of Wingman Kitchen use.
- **Security Deposit – Deposit amount depends on the lease agreement signed. [View Leasing options here.](#)**
- **[Application for a Food Enterprise Permit](#)** - A permit issued by the CoL HD is necessary for you to operate a food-related business. Culinary Co-Op must receive a copy of this permit, and you must have your permit on display in the kitchen at all times. You must have an agreement with us prior to applying for this permit with the CoL.
- **[Request for Change of Ownership Inspection](#)** - This inspection is required by the CoL/Lubbock County Health Department, paid for by the permit applicant, and should be submitted at the same time as the Application for a Food Enterprise Permit.
 - Mail the Application for a Food Enterprise Permit and the Request for Change of Ownership Inspection to the CoL HD or drop them off in person to the CoL HD at 806 18th St. The CoL HD will contact you directly to arrange for a Change of Ownership inspection time.