Community Kitchen Toolkit

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Special thanks to Alvin Walters, Erica Kannall, Crystal Cooper, Kori Webber
and all of the other wonderful interns and volunteers that assisted with this handbook.

Thank you to the Food Security Network of Newfoundland and Labrador for permission to use much of their Community Kitchen Best Practices Toolkit;
Tel. (709) 237-4126 | Fax (709) 237-4231 | Email: info@foodsecuritynews.com | www.foodsecuritynews.com
Adapted for Community Kitchens in Spokane, Washington, by Jennifer Hanson, Rowena Pineda and Alvin Walters for the Neighborhoods Matter Program of the Spokane Regional Health District, July 2011.
Forward

This toolkit is based on best practices research about community kitchens. Best practices were identified through a review of existing reports, resources, and guides on community kitchens in Canada. The bibliography at the end of this toolkit lists the materials consulted in this review. This research was enhanced by consultations with community kitchen leaders and organizers from across Newfoundland and Labrador and elsewhere in Canada. Locally, in Spokane, WA, members of East Central’s Community Kitchen assisted with the review and compilation of materials. The Neighborhoods Matter program at the Spokane Regional Health District thanks the Food Security Network of Newfoundland and Labrador for letting us utilize their helpful toolkit.

Research shows that community kitchens can have positive impacts on social support networks, education, and personal health practices.

Introduction

Community kitchens (also called collective kitchens) are community-based cooking programs where small groups of people come together to prepare meals and take food home to their families. Every member contributes by planning, preparing, cooking food and cleaning the kitchen. Community kitchens are great opportunities for learning about the importance of healthy eating and developing the skills to prepare healthy and affordable meals.

Why start a community kitchen?
Community kitchens can help improve food security for participants by increasing physical and economic access to adequate amounts of healthy food. Participants:

- Learn how to prepare healthy, tasty and nutritious meals on a budget
- Develop food knowledge and cooking skills
- Learn to plan meals using USDA's Dietary Guidelines
- Become more skilled in budgeting and shopping
- Save money on food by learning cost-effective shopping skills
- Try new foods
- Take home tasty and nutritious meals
- Learn how to read food labels
- Build confidence cooking and feel more comfortable in the kitchen
- Learn proper food handling techniques
- Cook in a social atmosphere and meet new friends!
Getting Started: Planning Your Kitchen

There are many different models of community kitchens and although there is no one best way to start a kitchen, the following is a list of steps you or your organization will want to consider when starting your own community kitchen.

Appendix A provides a checklist based on the following steps. This will allow you to evaluate your readiness when starting a community kitchen.

**Step 1: Identify a Group**

The first step is to identity a group of people that your community kitchen will serve. Many community organizations already have a group of participants who can join a kitchen, such as single parents, a youth group, elderly at a senior’s complex, or members of a church. Keep in mind that the ideal size for a community kitchen is usually between four to eight participants.

If you do not already have a group, you will need to recruit participants. It is a good idea to hold a community meeting to discuss the idea of a community kitchen and recruit participants (see sample flyer - Appendix B).

Take the time to get to know the group you will be working with and think about how you will design and structure your kitchen to meet your participants’ unique needs and circumstances. For example, if your community kitchen is for single parents, you will want to design a cooking schedule that takes into account their work and child care schedules, and prepare meals that are appropriate for them to take home to their children.

Remember, many participants will be cooking for several family members, so the number of mouths to feed will be greater than the actual number of people in the kitchen. Twelve servings has been a common, comfortable size for many successful community kitchens.

**Step 2: Find a Host**

You will need to identify a host for the kitchen. The host can help with getting the kitchen started, as well as facilitating ongoing activities. The host provides mentorship and support to participants and is a “go-to” person when any difficulties arise.

Ideally hosts are volunteers from the community. If the group has participants with special needs it can be helpful to have a host with professional experience or training. The Spokane Regional Health District can provide appropriate support and training to the host. This toolkit is one resource to familiarize a host with some of the best practices for community kitchens.

**What to look for in a kitchen host:**

- The ability to work with diverse groups of people
- The ability to teach, advise, listen and encourage
- Interest in cooking, food, and nutrition
- Knowledge of adult learning principles (see Appendix C)
- The ability to multi-task and work in a busy atmosphere
- Knowledge of USDA Dietary Guidelines
- The ability to budget and manage funds

**The kitchen host can help with:**

- Finding a location
- Putting kitchen partnerships in place and promoting the kitchen
- Assisting in establishing and maintaining harmony of the group
- Shopping for food and keeping a budget
- Keeping an inventory of supplies, organizing storage areas, etc.
- Planning and facilitating kitchen sessions
- Ensuring health and safety practices are followed in the kitchen
Step 3: Establish Partnerships

It will be important to bring together a group of partners who can support your community kitchen. These are people or organizations that can act as resources by providing information, support and guidance. Examples of potential partners include:

- **A nutritionist** can assist you in starting and leading a community kitchen and provide information on food and nutrition. They can help make favorite family recipes healthier. There are also registered dietitians in your community who may be found in hospitals, private clinics, senior residences, or school and university food service operations. See Appendix R: Important Links and Resources for contact information.
- **An environmental public health specialist** can advise on safe food practices and can be found at the Spokane Regional Health District – (509) 324-1560.
- **An adult educator or professional facilitator** can provide support on group facilitation and/or education techniques, although being aware of the basic adult education principles would also suffice; see Appendix C: Adult Learning Principles for a list of core adult learning principles.
- **A chef or culinary arts student** can share proper cutting techniques and food science knowledge.

When looking for partners, think about the skills and resources that are required to successfully run a community kitchen and what skills and resources already exist in your group.

Working with a partner organization can offer the benefits of accessing space, staff, storage, participants, experience and resources that already exist within the organization. There are many local clubs, societies, churches and community centers across the community which you can contact for more information about partnerships and current programming.

Step 4: Find a Location

The success of your community kitchen will depend on choosing a location that is accessible to participants and has the equipment you need. Kitchen facilities in your community will vary from small and domestic (like your kitchen at home) to large and commercial. You do not need a licensed industrial kitchen so long as the kitchen you choose has everything in it you need. You may want to partner with a local agency or community organization so that rental costs can be waived or reduced.

Depending on how you advertise for the community kitchen - personal invitations or open to the public - utilizing a permitted kitchen may be required by the Spokane Regional Health District.

**Tips for choosing a location:**

- **Size:** Make sure there will be enough room in the kitchen for all group members to work comfortably.
- **Cost:** Try to find a free or low-rent location. Don’t be afraid to ask for a reduced rate or a donation of space.
- **Availability:** Ensure that the days and hours of availability are in line with the group’s schedule.
- **Hot and cold water supply:** A constant supply of both is necessary. A dishwasher or sanitizer will be very helpful.
- **Ice maker:** There should be a large supply of ice available to properly cool down items.
- **Equipment and furniture:** The kitchen you select should have basic kitchen appliances: stove, fridge, microwave oven, and a three-compartment sink. Available cooking equipment, such as pots, pans, baking trays, and utensils, is a plus. Also consider furniture that you will need such as tables and chairs. See Appendix D for a list of additional kitchen equipment to consider.
- **Facility manager:** Support of a facility manager is helpful in case you have any questions or need assistance while using the space.

**Locations to consider:**

- Community centers
- Churches
- Grocery stores with cooking facilities
- Seniors’ residences
- Schools
- University residences
- Neighborhood houses
Step 5: Look for Funding and Sponsors

Some community kitchens also receive funding from external sources such as grants. There are numerous agencies, both governmental and non-governmental, that provide funding to non-profit organizations. These opportunities generally require an organization to submit an application for funding, maintain financial and activity records, and provide a final report at the end of the funding period. If your community kitchen is not part of an already-incorporated agency, you may need to consider incorporation in order to apply for grants or partner with an agency to be the fiscal agent for the grant. When approaching sponsors and applying for funding it is good practice to demonstrate that you already have your project partners in place.

The following organization has supported recent community initiatives:

- Community-Minded Enterprises provides services that strengthen local communities. They may be able to be a fiscal agent when applying for a grant. 25 West Main Avenue, Suite 310, Spokane, WA 99201, Phone: 509-444-3088 | Fax: 509-444-3077 Email: info@community-minded.org

Step 6: Obtain Staples & Supplies

Refer to Appendix D and the recipes you plan to use to determine if you need to stock your kitchen with additional pots, pans, and utensils.

You will also need to obtain basic food staples for your kitchen. Many community kitchens have success getting support for staples from local grocery stores. These items include baking ingredients, seasonings, cooking oils, and cleaning supplies. Contact your local grocery store to see if any staple items can be donated.

See Appendix E for a list of staple food items that are important to keep on hand in your kitchen. These staples will be supplemented with fresh items like fruits, vegetables, dairy, fish, and meats according to the recipes you are preparing at each cooking session.
Step 7: Look for Food Sources

Many community kitchens prepare meals costing a total of $4 - $6 per family member per session. One way to limit the cost is to solicit food donations.

- **Grocery stores** – If a local grocery store is able to provide staple items (cooking oil, flour, salt, spices etc.), participants’ contributions or other funding can be devoted to purchasing fresh items like fruits, vegetables, dairy, fish, or meat.

- **Community gardens** – Growing produce is incredibly cost effective and fun! If you lack space to grow a garden, a community garden may be available in your area. Typically, you pay a rate for the entire growing season and possibly water expenses. Neighbors garden together and learn from one another. If your local park does not have a community garden, see if you can organize one. Grant Park and Riverwalk in Peaceful Valley both have community gardens that were created by neighbors. Contact Spokane Parks and Recreation Department at 625-6200 for more information.

- **Food growers** – Area growers may be willing to let groups glean or collect their excess produce at the end of the season. Green Bluff has multiple growers and multiple types of crops. www.greenbluffgrowers.com

- **Feed Spokane** – Feed Spokane Food Rescue Coalition is a non-profit charitable organization that rescues prepared food from local restaurants and other commercial food service venues and transports and distributes it to charitable meal sites in Spokane. It is an all-volunteer organization comprised of 50 meal sites, community leaders, and local food service personnel. Local citizens and businesses are encouraged to support this effort to eliminate hunger in our community. P.O. Box 805, Spokane, WA 99210 | (509) 216-7364 | www.feedspokane.com

- **Residents/participants** – Community Kitchen members may contribute money to go towards groceries for the kitchen. This takes a high level of trust and clear expectations about what will be purchased. Some community kitchen members may meet together to go through the weekly specials, determine menu items incorporating the best deals of the week (this takes extra time, of course). Others charge a flat rate and use excess money for kitchen supplies (soap, paper towels, etc.).

- **Food banks** – Many food banks give away food based on zip code and income guidelines. The sites listed below receive a limited amount of food from Northwest Harvest. Northwest Harvest’s food is available to anyone that is hungry regardless of income or zip code. Caution: Consider personal food bank usage needs prior to using a food bank for group cooking. You may need to specifically ask for food from NW Harvest.

### List of Food Sources

<table>
<thead>
<tr>
<th>Name</th>
<th>Address</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>East Central Community Center</td>
<td>500 S. Stone St</td>
<td>(509) 625-6699</td>
</tr>
<tr>
<td>SNAP - NE Pantry</td>
<td>4001 North Cook</td>
<td>(509) 487-1114</td>
</tr>
<tr>
<td>Our Place Ministries</td>
<td>1509 W College</td>
<td>(509) 326-7267</td>
</tr>
<tr>
<td>Southside Food Pantry</td>
<td>2934 E. 27th Ave.</td>
<td>(509) 535-2301</td>
</tr>
<tr>
<td>Salvation Army – Spokane</td>
<td>2020 N. Division, Suite B</td>
<td>(509) 325-6821</td>
</tr>
<tr>
<td>Spokane Valley Partners Food Bank</td>
<td>10814 E Broadway</td>
<td>(509) 928-7769</td>
</tr>
</tbody>
</table>
Up & Running: Leading the Kitchen

This section presents key steps and considerations for planning, cooking, and running your community kitchen. It is based on a common structure of community kitchens – with an initial orientation meeting, and two sessions per month: a planning session and a cooking session.

Step 8: Hold a Kitchen Orientation Meeting

Now that you have the basics in place, you are ready to host an orientation meeting. Your kitchen host may lead the meeting and all participants including community partners should be invited to attend. The purpose of an orientation meeting is to facilitate introductions, talk about the purpose of the community kitchen, and make collective decisions about some aspects of kitchen organization.

What to cover at your orientation meeting:

- Introductions of kitchen host and community partners.
- Registration: At this meeting members should fill out a registration form and submit it to your host in order to sign up for the kitchen program. (see Appendix F)
- Overview of The USDA's Dietary Guidelines and MyPlate graphic. If one of your partners is a dietitian, invite them to give a short presentation on the dietary guidelines, MyPlate graphic and healthy food choices. (see Healthy Eating Tips).
- Food Handling Guidelines and Expectations: How to prepare food in a safe manner to limit the chance of food borne illness. (see Food Safety Tips).
- Items to be discussed by members:
  - Kitchen policy: As a group you may want to develop a policy to guide behavior and conduct in the kitchen. (see Appendix G).
  - Planning and cooking schedule: Determine how often the group will meet. It is most common for members to meet twice a month—first to plan, then to cook. Most prepare between one and three dishes at each cooking session, then divide them equally and take them home for their families. Some kitchens assemble meals to be cooked at home or frozen for later use. Others are organized to cook food and cool on site according to Health District recommendations.
  - Finances: How will the kitchen program be funded? Determine if participants will contribute money or what food donation opportunities exist.

Healthy Eating Lessons

Learning about affordable, healthy eating is one of the main benefits of community kitchens. All meals prepared in community kitchens should follow USDA’s Dietary Guidelines. The skills and knowledge that participants learn in a community kitchen can be used in everyday life to make healthy, tasty and affordable meals.

To help build participants’ knowledge about nutrition and healthy eating, some community kitchens offer one short food-related lesson or “message” at each cooking session. The following is a sample of healthy eating lessons. Some of these have accompanying supports provided in the Appendices section of this toolkit. Invite your kitchen partners (e.g., registered dietitian and environmental public health worker) to help teach the lessons.

- Lesson 1: Basics of healthy eating
- Lesson 2: Food safety
- Lesson 3: How to read recipes
- Lesson 4: Label reading
- Lesson 5: Meal planning and budgeting
- Lesson 6: Making recipes healthy
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Also, think about when in the cooking session you will discuss the lesson. Try to choose a time when participants may not be as busy, such as when the food is in the oven cooking.

- Lesson 1: Basics of healthy eating
- Lesson 2: Food safety
- Lesson 3: How to read recipes
- Lesson 4: Label reading
- Lesson 5: Meal planning and budgeting
- Lesson 6: Making recipes healthy
Step 9: Planning Sessions

A planning session is an important opportunity to review your last cooking session and plan your next one. It is also a good time to review food safety and proper food handling techniques.

For your first planning session your group won’t have the benefit of hindsight. Plan your first budget carefully and try to choose easier recipes. Some groups may choose to have their first planning session immediately following the orientation session, when they already have all the members gathered together.

Before the Planning Session:

Prior to the meeting, the host will:
• Confirm facility arrangements
• Contact participants to remind them about the meeting
• Confirm childcare and transportation if necessary

Host brings to the session:
• Recipes or computer with internet access to look at on-line recipes
• Store flyers
• Calculators
• Shopping list (see Appendix H)
• Paper and pens

Planning Session Checklist:

1. Review the last cooking session:
Discuss what worked well and what could be done better. Ask participants the following questions:
• How did the recipes taste?
• Were the tasks well divided?
• Was an appropriate amount of food prepared?
• Did you go over or under budget?
• Do you have leftover supplies from the last session?
• Are there food staples that need to be replenished? Do you need seasonings and spices?

2. Choose recipes:
As a group, participants will need to choose 3-5 recipes they would like to prepare. The host should work with the dietitian (if possible) to develop a list of recipes that are healthy and low-cost. Participants may also bring in their own healthy recipes.

However, these should be adapted according to USDA Dietary Guidelines to make them as healthy as possible (see Healthy Cooking Tips).

Some key question to ask when selecting recipes:
• What equipment do you need for each recipe?
• How long will it take to prepare each recipe?
• What skills do you need to cook each recipe?
• Are there any food allergies or other dietary restrictions in the group?
• Are there any foods the participants or their family members do and do not like?
• Can you reduce the food costs for any of the recipes?
• Do the recipes use similar ingredients?

Most recipes will need to be doubled or tripled to be adequate to feed all the participants plus their family members if they’re taking food home.

3. Write out a shopping list and devise a budget:
Based on your recipe selections, write out a shopping list of items to buy and estimate costs. (See Appendix H) The estimated costs will make up your budget. If the cost is higher than your available cash, you may have to revise the recipe or choose a different one. After shopping, record the actual cost for each item on the shopping list. As the group becomes more experienced at estimating costs, it will get easier to stay within your budget.

4. Designate shopping and cooking tasks:
Designate tasks before the cooking session. Often it works well to have one or two participants responsible for planning and preparing each recipe. For example: if there are eight participants and four recipes, two participants can work on each recipe. This gives participants an opportunity to take part in all of the tasks involved in preparing the recipe.

Sometimes the host will do the shopping or food pick up on behalf of the group; sometimes participants do the shopping. It’s a good idea, especially early on, to have the host assist participants with shopping so they can learn about making healthy, economical food choices and how to read food labels.

Shopping is usually completed the day before or the day of the cooking session (if storage is an issue) to help make sure the food is as fresh as possible.
Step 10: Cooking Sessions

Before the Cooking Session:

Prior to cooking, the host should:
- Phone participants to confirm attendance
- Ensure the necessary ingredients for the cooking session have been purchased
- Confirm facility, childcare and/or transportation as required
- Make sure all the necessary equipment is available
- Make copies of the recipes to distribute to group members

All participants bring:
- Containers for taking home food and/or pans for baking food in and transporting them
- Potholders or dish towels
- Adventurous spirit for trying new foods

Shopping members bring:
- Food
- Money left over from grocery shopping

Host brings:
- Pens, paper, calculators
- Copies of recipes
- Any nutrition handouts for participants
- Copy of food safety guidelines to be kept in the kitchen while cooking (see Food Safety Tips)

Cooking Session Suggested Steps:

1. Prepare to Cook
Sanitize work tables and cutting board with bleach water solution. Have participants sign in and wash hands. Remind those that are preparing ready to eat foods to wear gloves. Preheat oven if necessary.

2. Wash Produce
Wash all produce, peel if appropriate/desired.

3. Establish Recipe Work Stations
Designate an area for each recipe to be made. Place ingredients and materials needed to prepare recipe at each station. If supplies/ingredients will need to be shared, place stations near each other.

Avoid cross contamination by using different cutting boards and knives for raw meat or by washing, sanitizing and drying supplies between uses.

4. Read Recipe
Make it a practice to have participants read through the recipe before starting. This will save time later in the session.

5. Cook
Everyone participates in the preparation. If one person’s task is done, they should wash their dishes, clean their work space and help others. Throughout the cooking session the host should encourage participants to learn from one another and share ideas.

6. Divide Cooked Dishes
Each member should bring their own containers for transporting food home. The dishes are generally divided up evenly or based on the number of people in the household. (This detail should be determined prior to cooking.)

To prevent food-borne illness, proper food handling techniques should be followed. If cooling hot food is not possible prior to leaving the kitchen, inform participants to place hot foods in shallow pans, uncovered in their refrigerator upon returning home. Aim to keep hot foods hot and cold foods cold.

7. Clean-Up
Everyone needs to help clean up. Remember to:
- Turn off oven and stove, unplug small appliances.
- Put away supplies in their designated place.
- Wash all dishes, pots, pans and utensils using three sink method – wash, rinse, sanitize, air dry.
- Scrub and sanitize all sinks and counter.
- Take out the garbage and compost.
Step 11: Evaluate

Evaluation can also allow you to measure the success of your kitchen. For example, do participants feel that their food skills have improved since participating in the kitchen? A **pre- and post-kitchen evaluation form** can be a very useful way to look at changes in participants’ behavior and knowledge before they started the program and again at the end of (or part way through) the program. It can be good practice for the kitchen host to complete the evaluation form individually with each participant. This can be particularly important for participants depending upon the reading and writing skills of the group with whom you are working. This practice also provides an opportunity for the coordinator to have a conversation with participants about their experiences in the kitchen and to get a fuller idea of their impressions. This could be done in person or over the phone.

**Sample: Pre-Kitchen Evaluation Form**

<table>
<thead>
<tr>
<th>1. Are you male or female?</th>
<th>□ Male □ Female</th>
</tr>
</thead>
<tbody>
<tr>
<td>2. What is your age?</td>
<td>□ 19 or younger □ 20-29 □ 30-39 □ 40-49 □ 50-59 □ 60-69 □ 70-79 □ 80 or older</td>
</tr>
</tbody>
</table>

**How often do you do each of the following?**

| 3. Prepare meals from scratch: | □ Never □ Rarely □ Usually □ Always |
| 4. Use pre-packaged or ready-to-eat foods: | □ Never □ Rarely □ Usually □ Always |
| (e.g., microwave dinners or pre-made pizza) | |
| 5. Use MyPlate guidelines to plan or prepare meals: | □ Never □ Rarely □ Usually □ Always |
| 6. Make a grocery list before shopping: | □ Never □ Rarely □ Usually □ Always |
| 7. Wash hands before preparing food: | □ Never □ Rarely □ Usually □ Always |
| 8. Use a thermometer to check temperatures when cooking meats: | □ Never □ Rarely □ Usually □ Always |
| 9. Choose whole grain foods: | □ Never □ Rarely □ Usually □ Always |
| 10. Choose foods that are lower in fat: | □ Never □ Rarely □ Usually □ Always |
| 11. Eat at least 7 servings of fruits or vegetable a day: | □ Never □ Rarely □ Usually □ Always |

**Please indicate whether you agree or disagree with the following:**

| 12. I know how to buy healthy food on a budget: | □ Strongly disagree □ Disagree □ Agree □ Strongly agree |
| 13. I can cook healthy meals for myself and my family: | □ Strongly disagree □ Disagree □ Agree □ Strongly agree |
| 14. I know how to use nutrition labels to make healthy food choices: | □ Strongly disagree □ Disagree □ Agree □ Strongly agree |
| 15. I can handle and prepare food safely: | □ Strongly disagree □ Disagree □ Agree □ Strongly agree |
| 16. I know how to eat healthy to reduce my risk of obesity, type 2 diabetes, cancer, and heart disease. | □ Strongly disagree □ Disagree □ Agree □ Strongly agree |

| 17. What makes it hard for you to eat healthy? | | |
| 18. Why do you want to participate in our Community Kitchen? | | |

Thank you!
It is a good practice to check with participants regularly to find out if the community kitchen is meeting their needs. A simple evaluation form for participants to complete at the end of each cooking session can provide useful feedback.

Cooking session evaluation questions may include: What, if anything, did you like most about the cooking session? What, if anything, did you not like about the cooking session? Did you learn anything new in the cooking session? Did you like the recipes that were used? Why or why not? Is there anything you would like to learn about in future cooking sessions?

Sample: Post-Kitchen Evaluation Form

<table>
<thead>
<tr>
<th>Step 11: Evaluate</th>
</tr>
</thead>
<tbody>
<tr>
<td>1. Are you male or female?  □ Male  □ Female</td>
</tr>
<tr>
<td>2. What is your age?  □ 19 or younger  □ 20-29  □ 30-39  □ 40-49  □ 50-59  □ 60-69  □ 70-79  □ 80 or older</td>
</tr>
<tr>
<td>How often do you do each of the following?</td>
</tr>
<tr>
<td>3. Prepare meals from scratch:  □ Never  □ Rarely  □ Usually  □ Always</td>
</tr>
<tr>
<td>4. Use pre-packaged or ready-to-eat foods:  (e.g., microwave dinners or pre-made pizza)  □ Never  □ Rarely  □ Usually  □ Always</td>
</tr>
<tr>
<td>5. Use MyPlate guidelines to plan or prepare meals:  □ Never  □ Rarely  □ Usually  □ Always</td>
</tr>
<tr>
<td>6. Make a grocery list before shopping:  □ Never  □ Rarely  □ Usually  □ Always</td>
</tr>
<tr>
<td>7. Wash hands before preparing food:  □ Never  □ Rarely  □ Usually  □ Always</td>
</tr>
<tr>
<td>8. Use a thermometer to check temperatures when cooking meats:  □ Never  □ Rarely  □ Usually  □ Always</td>
</tr>
<tr>
<td>9. Choose whole grain foods:  □ Never  □ Rarely  □ Usually  □ Always</td>
</tr>
<tr>
<td>10. Choose foods that are lower in fat:  □ Never  □ Rarely  □ Usually  □ Always</td>
</tr>
<tr>
<td>11. Eat at least 7 servings of fruits or vegetables a day:  □ Never  □ Rarely  □ Usually  □ Always</td>
</tr>
</tbody>
</table>

Please indicate whether you agree or disagree with the following:

| 12. I know how to buy healthy food on a budget:  □ Strongly disagree  □ Disagree  □ Agree  □ Strongly agree |
| 13. I can cook healthy meals for myself and my family:  □ Strongly disagree  □ Disagree  □ Agree  □ Strongly agree |
| 14. I know how to use nutrition labels to make healthy food choices:  □ Strongly disagree  □ Disagree  □ Agree  □ Strongly agree |
| 15. I can handle and prepare food safely:  □ Strongly disagree  □ Disagree  □ Agree  □ Strongly agree |
| 16. I know how to eat healthy to reduce my risk of obesity, type 2 diabetes, cancer, & heart disease.  □ Strongly disagree  □ Disagree  □ Agree  □ Strongly agree |
| 17. What did you like most about our Community Kitchen?  __________________________________________________________ |
| 18. How can we improve?  __________________________________________________________ |

Thank you!
Discover the many benefits of adding vegetables and fruits to your meals. They are low in fat and calories, while providing fiber and other key nutrients. Most Americans should eat more than 3 cups—and for some, up to 6 cups—of vegetables and fruits each day. Vegetables and fruits don’t just add nutrition to meals. They can also add color, flavor, and texture. Explore these creative ways to bring healthy foods to your table.

1 fire up the grill
Use the grill to cook vegetables and fruits. Try grilling mushrooms, carrots, peppers, or potatoes on a kabob skewer. Brush with oil to keep them from drying out. Grilled fruits like peaches, pineapple, or mangos add great flavor to a cookout.

2 expand the flavor of your casserole
Mix vegetables such as sauteed onions, peas, pinto beans, or tomatoes into your favorite dish for that extra flavor.

3 planning something Italian?
Add extra vegetables to your pasta dish. Slip some peppers, spinach, red beans, onions, or cherry tomatoes into your traditional tomato sauce. Vegetables provide texture and low-calorie bulk that satisfies.

4 get creative with your salad
Toss in shredded carrots, strawberries, spinach, watercress, orange segments, or sweet peas for a flavorful, fun salad.

5 salad bars aren’t just for salads
Try eating sliced fruit from the salad bar as your dessert when dining out. This will help you avoid any baked desserts that are high in calories.

6 get in on the stir-frying fun
Try something new! Stir-fry your veggies—like broccoli, carrots, sugar snap peas, mushrooms, or green beans—for a quick-and-easy addition to any meal.

7 add them to your sandwiches
Whether it is a sandwich or wrap, vegetables make great additions to both. Try sliced tomatoes, romaine lettuce, or avocado on your everyday sandwich or wrap for extra flavor.

8 be creative with your baked goods
Add apples, bananas, blueberries, or pears to your favorite muffin recipe for a treat.

9 make a tasty fruit smoothie
For dessert, blend strawberries, blueberries, or raspberries with frozen bananas and 100% fruit juice for a delicious frozen fruit smoothie.

10 liven up an omelet
Boost the color and flavor of your morning omelet with vegetables. Simply chop, sauté, and add them to the egg as it cooks. Try combining different vegetables, such as mushrooms, spinach, onions, or bell peppers.

Go to www.ChooseMyPlate.gov for more information.
**10 tips**

**Nutrition Education Series**

**10 tips to help you eat whole grains**

**Any food made from wheat, rice, oats, cornmeal, barley, or another cereal grain is a grain product.** Bread, pasta, oatmeal, breakfast cereals, tortillas, and grits are examples. Grains are divided into two subgroups, whole grains and refined grains. Whole grains contain the entire grain kernel—the bran, germ, and endosperm. People who eat whole grains as part of a healthy diet have a reduced risk of some chronic diseases.

1. **make simple switches**
   To make half your grains whole grains, substitute a whole-grain product for a refined-grain product. For example, eat 100% whole-wheat bread or bagels instead of white bread or bagels, or brown rice instead of white rice.

2. **whole grains can be healthy snacks**
   Popcorn, a whole grain, can be a healthy snack. Make it with little or no added salt or butter. Also, try 100% whole-wheat or rye crackers.

3. **save some time**
   Cook extra bulgur or barley when you have time. Freeze half to heat and serve later as a quick sidedish.

4. **mix it up with whole grains**
   Use whole grains in mixed dishes, such as barley in vegetable soups or stews and bulgur wheat in casseroles or stir-fries. Try a quinoa salad or pilaf.

5. **try whole-wheat versions**
   For a change, try brown rice or whole-wheat pasta. Try brown rice stuffing in baked green peppers or tomatoes, and whole-wheat macaroni in macaroni and cheese.

6. **bake up some whole-grain goodness**
   Experiment by substituting buckwheat, millet, or oat flour for up to half of the flour in pancake, waffle, muffin, or other flour-based recipes. They may need a bit more leavening in order to rise.

7. **be a good role model for children**
   Set a good example for children by serving and eating whole grains every day with meals or as snacks.

8. **check the label for fiber**
   Use the Nutrition Facts label to check the fiber content of whole-grain foods. Good sources of fiber contain 10% to 19% of the Daily Value; excellent sources contain 20% or more.

9. **know what to look for on the ingredients list**
   Read the ingredients list and choose products that name a whole-grain ingredient first on the list. Look for “whole wheat,” “brown rice,” “buckwheat,” “oatmeal,” “whole-grain” “cornmeal,” “whole oats,” “whole rye,” or “wild rice.”

10. **be a smart shopper**
    The color of a food is not an indication that it is a whole-grain food. Foods labeled as “multi-grain,” “stone-ground,” “100% wheat,” “cracked wheat,” “seven-grain,” or “bran” are usually not 100% whole-grain products, and may not contain any whole grain.

*Go to www.ChooseMyPlate.gov for more information.*
with protein foods, variety is key

10 tips for choosing protein

Protein foods include both animal (meat, poultry, seafood, and eggs) and plant (beans, peas, soy products, nuts, and seeds) sources. We all need protein—but most Americans eat enough, and some eat more than they need. How much is enough? Most people, ages 9 and older, should eat 5 to 7 ounces* of protein foods each day.

1 vary your protein food choices
Eat a variety of foods from the Protein Foods Group each week. Experiment with main dishes made with beans or peas, nuts, soy, and seafood.

2 choose seafood twice a week
Eat seafood in place of meat or poultry twice a week. Select a variety of seafood—include some that are higher in oils and low in mercury, such as salmon, trout, and herring.

3 make meat and poultry lean or low fat
Choose lean or low-fat cuts of meat like round or sirloin and ground beef that is at least 90% lean. Trim or drain fat from meat and remove poultry skin.

4 have an egg
One egg a day, on average, doesn’t increase risk for heart disease, so make eggs part of your weekly choices. Only the egg yolk contains cholesterol and saturated fat, so have as many egg whites as you want.

5 eat plant protein foods more often
Try beans and peas (kidney, pinto, black, or white beans; split peas; chickpeas; hummus), soy products (tofu, tempeh, veggie burgers), nuts, and seeds. They are naturally low in saturated fat and high in fiber.

6 nuts and seeds
Choose unsalted nuts or seeds as a snack, on salads, or in main dishes to replace meat or poultry. Nuts and seeds are a concentrated source of calories, so eat small portions to keep calories in check.

7 keep it tasty and healthy
Try grilling, broiling, roasting, or baking—they don’t add extra fat. Some lean meats need slow, moist cooking to be tender—try a slow cooker for them. Avoid breading meat or poultry, which adds calories.

8 make a healthy sandwich
Choose turkey, roast beef, canned tuna or salmon, or peanut butter for sandwiches. Many deli meats, such as regular bologna or salami, are high in fat and sodium—make them occasional treats only.

9 think small when it comes to meat portions
Get the flavor you crave but in a smaller portion. Make or order a smaller burger or a “petite” size steak.

10 check the sodium
Check the Nutrition Facts label to limit sodium. Salt is added to many canned foods—including beans and meats. Many processed meats—such as ham, sausage, and hot dogs—are high in sodium. Some fresh chicken, turkey, and pork are brined in a salt solution for flavor and tenderness.

Go to www.ChooseMyPlate.gov for more information.

* What counts as an ounce of protein foods? 1 ounce lean meat, poultry, or seafood; 1 egg; ¼ cup cooked beans or peas; ⅛ ounce nuts or seeds; or 1 tablespoon peanut butter.

USDA is an equal opportunity provider and employer.

Go to www.ChooseMyPlate.gov for more information.
got your dairy today? 10 tips to help you eat and drink more fat-free or low-fat dairy foods

**The Dairy Group includes milk, yogurt, cheese, and fortified soymilk.** They provide calcium, vitamin D, potassium, protein, and other nutrients needed for good health throughout life. Choices should be low-fat or fat-free—to cut calories and saturated fat. How much is needed? Older children, teens, and adults need 3 cups* a day, while children 4 to 8 years old need 2½ cups, and children 2 to 3 years old need 2 cups.

1. **“skim” the fat**
   Drink fat-free (skim) or low-fat (1%) milk. If you currently drink whole milk, gradually switch to lower fat versions. This change cuts calories but doesn’t reduce calcium or other essential nutrients.

2. **boost potassium and vitamin D, and cut sodium**
   Choose fat-free or low-fat milk or yogurt more often than cheese. Milk and yogurt have more potassium and less sodium than most cheeses. Also, almost all milk and many yogurts are fortified with vitamin D.

3. **top off your meals**
   Use fat-free or low-fat milk on cereal and oatmeal. Top fruit salads and baked potatoes with low-fat yogurt instead of higher fat toppings such as sour cream.

4. **choose cheeses with less fat**
   Many cheeses are high in saturated fat. Look for “reduced-fat” or “low-fat” on the label. Try different brands or types to find the one that you like.

5. **what about cream cheese?**
   Regular cream cheese, cream, and butter are not part of the dairy food group. They are high in saturated fat and have little or no calcium.

6. **ingredient switches**
   When recipes such as dips call for sour cream, substitute plain yogurt. Use fat-free evaporated milk instead of cream, and try ricotta cheese as a substitute for cream cheese.

7. **choose sweet dairy foods with care**
   Flavored milks, fruit yogurts, frozen yogurt, and puddings can contain a lot of added sugars. These added sugars are empty calories. You need the nutrients in dairy foods—not these empty calories.

8. **caffeinating?**
   If so, get your calcium along with your morning caffeine boost. Make or order coffee, a latte, or cappuccino with fat-free or low-fat milk.

9. **can’t drink milk?**
   If you are lactose intolerant, try lactose-free milk, drink smaller amounts of milk at a time, or try soymilk (soy beverage). Check the Nutrition Facts label to be sure your soymilk has about 300 mg of calcium. Calcium in some leafy greens is well absorbed, but eating several cups each day to meet calcium needs may be unrealistic.

10. **take care of yourself and your family**
    Parents who drink milk and eat dairy foods show their kids that it is important. Dairy foods are especially important to build the growing bones of kids and teens. Routinely include low-fat or fat-free dairy foods with meals and snacks—for everyone’s benefit.

* What counts as a cup in the Dairy Group? 1 cup of milk or yogurt, 1½ ounces of natural cheese, or 2 ounces of processed cheese.

Go to www.ChooseMyPlate.gov for more information.
eating better on a budget

10 tips to help you stretch your food dollars

Get the most for your food budget! There are many ways to save money on the foods that you eat. The three main steps are planning before you shop, purchasing the items at the best price, and preparing meals that stretch your food dollars.

1. plan, plan, plan!
   Before you head to the grocery store, plan your meals for the week. Include meals like stews, casseroles, or stir-fries, which “stretch” expensive items into more portions. Check to see what foods you already have and make a list for what you need to buy.

2. get the best price
   Check the local newspaper, online, and at the store for sales and coupons. Ask about a loyalty card for extra savings at stores where you shop. Look for specials or sales on meat and seafood—often the most expensive items on your list.

3. compare and contrast
   Locate the “Unit Price” on the shelf directly below the product. Use it to compare different brands and different sizes of the same brand to determine which is more economical.

4. buy in bulk
   It is almost always cheaper to buy foods in bulk. Smart choices are family packs of chicken, steak, or fish and larger bags of potatoes and frozen vegetables. Before you shop, remember to check if you have enough freezer space.

5. buy in season
   Buying fruits and vegetables in season can lower the cost and add to the freshness! If you are not going to use them all right away, buy some that still need time to ripen.

6. convenience costs...
go back to the basics
   Convenience foods like frozen dinners, pre-cut vegetables, and instant rice, oatmeal, or grits will cost you more than if you were to make them from scratch. Take the time to prepare your own—and save!

7. easy on your wallet
   Certain foods are typically low-cost options all year round. Try beans for a less expensive protein food. For vegetables, buy carrots, greens, or potatoes. As for fruits, apples and bananas are good choices.

8. cook once...eat all week!
   Prepare a large batch of favorite recipes on your day off (double or triple the recipe). Freeze in individual containers. Use them throughout the week and you won’t have to spend money on take-out meals.

9. get your creative juices flowing
   Spice up your leftovers—use them in new ways. For example, try leftover chicken in a stir-fry or over a garden salad, or to make chicken chili. Remember, throwing away food is throwing away your money!

10. eating out
    Restaurants can be expensive. Save money by getting the early bird special, going out for lunch instead of dinner, or looking for “2 for 1” deals. Stick to water instead of ordering other beverages, which add to the bill.

Go to www.ChooseMyPlate.gov for more information.
### Fruits & Veggies: What’s in Season?

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<tr>
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<th>Spring</th>
<th>Summer</th>
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Community Kitchen Toolkit • Spokane Regional Health District, 2012
Shopping Tips

Selecting healthier produce - avoiding pesticides

Choose:
- Whole foods
- 100% Whole wheat & whole grains
- Fresh fruits and vegetables
- Organic when you can

Avoid:
- Processed foods
- Added sugars, including high-fructose corn syrup
- Artificial colors and flavors
- Artificial preservatives
- Trans-fats
- Saturated fats
- Added salt
- Anything with ingredients that you don’t recognize

Selecting healthier fish & seafood - avoiding mercury and contaminants

Monterey Bay Aquarium Seafood Watch http://www.montereybayaquarium.org/cr/seafoodwatch.aspx

*Limit consumption due to concerns about mercury or other contaminants.

<table>
<thead>
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<th>BEST CHOICES</th>
<th>GOOD ALTERNATIVES</th>
<th>AVOID</th>
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<tbody>
<tr>
<td>Abalone (US farmed)</td>
<td>Basa/Pangasius/Swal (farmed)</td>
<td>Caviar, Sturgeon* (imported wild)</td>
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<tr>
<td>Arctic Char (farmed)</td>
<td>Caviar, Sturgeon (US farmed)</td>
<td>Chilean Seabass/Toothfish*</td>
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<td>Clams, Oysters (wild)</td>
<td>Cod: Atlantic (Canada &amp; US)</td>
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<tr>
<td>Catfish (US farmed)</td>
<td>Cod: Pacific (US trawled)</td>
<td>Cod: Pacific (imported)</td>
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<td>Cobia (imported farmed)</td>
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<tr>
<td>Crab: Dungeness</td>
<td>Halibut: California*</td>
<td>Crab: King (imported)</td>
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<tr>
<td>Halibut: Pacific (US)</td>
<td>Lingcod*</td>
<td>Dogfish (US)*</td>
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<td>Lobster: American/Maine Mahi Mahi (US)</td>
<td>Grenadier</td>
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<td>Lobster: Spiny (Brazil)</td>
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<tr>
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<td>Sanddabs (Pacific)</td>
<td>Orange Roughy*</td>
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<td>Shrimp: Pink (OR)</td>
<td>Scallops (wild)</td>
<td>Rockfish/Pacific Snapper* (towed)</td>
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<td>Shrimp (US, Canada)</td>
<td>Salmon (farmed, including Atlantic)*</td>
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<td>Spot Prawn (US)</td>
<td>Sharks*</td>
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<td>Squid</td>
<td>Shrimp (imported)</td>
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<td>Trout: Rainbow (US farmed)</td>
<td>Swordfish (imported)*</td>
<td>Swordfish (imported)*</td>
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<td>Tilapia (Asia farmed)</td>
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<td>Tuna: Bigeye, Tongol, Yellowfin (troll/pole)</td>
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<tr>
<td>White Seabass (hook &amp; line)</td>
<td>Yellowtail: California (US wild)</td>
<td>Tuna: Bluefin*</td>
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</table>

Fresh fish is firm and looks bright. Not-so-fresh fish is soft and smells fishy. Buy only the amount you can use in 1 to 2 days and keep in the coldest part of the refrigerator.

Frozen fish - buy plain fish instead of battered or breaded to save money and calories. Packages should be frozen solid, not soft or drippy.
Shopping Tips
Selecting healthier produce - avoiding pesticides
- Choose:
  - 100% Whole wheat & whole grains
  - Fresh fruits and vegetables
  - Organic when you can
- Avoid:
  - Added sugars, including high-fructose corn syrup
  - Artificial colors and flavors
  - Artificial preservatives
  - Trans-fats
  - Saturated fats
  - Added salt
  - Anything with ingredients that you don't recognize

Selecting healthier fish & seafood - avoiding mercury and contaminants
- Limit consumption due to concerns about mercury or other contaminants.*
- Whole foods
- Fresh fish is firm and looks bright. Not-so-fresh fish is soft and smells fishy. Buy only the amount you can use in 1 to 2 days and keep in the coldest part of the refrigerator.
- Frozen fish - buy plain fish instead of battered or breaded to save money and calories. Packages should be frozen solid, not soft or drippy.

Tips to reading food labels

### Nutrition Facts

**Serving Size**
1 cup (228g)
Servings Per Container about 2

#### Amount Per Serving

<table>
<thead>
<tr>
<th>Nutrient</th>
<th>Amount</th>
<th>% Daily Value*</th>
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<tbody>
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<tr>
<td>Calories from Fat</td>
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</tr>
<tr>
<td>Proteins</td>
<td>5g</td>
<td></td>
</tr>
</tbody>
</table>

* Percent Daily Values are based on a 2,000 calorie diet. Your Daily Values may be higher or lower depending on your calorie needs:

- **Calories:**
  - 2,000
  - 2,500
- **Total Fat:**
  - Less than 65g
  - Less than 80g
- **Saturated Fat:**
  - Less than 20g
- **Cholesterol:**
  - Less than 300mg
  - Less than 300mg
- **Sodium:**
  - Less than 2,400mg
  - Less than 2,400mg
- **Total Carbohydrate:**
  - 300g
  - 375g

---

1. **Serving Size**
   This section is the basis for determining number of calories, amount of each nutrient, and %DVs of a food. Use it to compare a serving size to how much you actually eat. Serving sizes are given in familiar units, such as cups or pieces, followed by the metric amount, e.g., number of grams.

2. **Amount of Calories**
   If you want to manage your weight (lose, gain, or maintain), this section is especially helpful. The amount of calories is listed on the left side. The right side shows how many calories in one serving come from fat. In this example, there are 250 calories, 110 of which come from fat. The key is to balance how many calories you eat with how many calories your body uses. Tip: Remember that a product that's fat-free isn't necessarily calorie-free.

3. **Limit these Nutrients**
   Eating too much total fat (including saturated fat and trans fat), cholesterol, or sodium may increase your risk of certain chronic diseases, such as heart disease, some cancers, or high blood pressure. The goal is to stay below 100% DV for each of these nutrients per day.

4. **Get Enough of these Nutrients**
   Americans often don’t get enough dietary fiber, vitamin A, vitamin C, calcium, and iron in their diets. Eating enough of these nutrients may improve your health and help reduce the risk of some diseases and conditions.

5. **Percent (%) Daily Value**
   This section tells you whether the nutrients (total fat, sodium, dietary fiber, etc.) in one serving of food contribute a little or a lot to your total daily diet.

   The %DVs are based on a 2,000-calorie diet. Each listed nutrient is based on 100% of the recommended amounts for that nutrient. For example, 18% for total fat means that one serving furnishes 18% of the total amount of fat that you could eat in a day and stay within public health recommendations. Use the Quick Guide to Percent DV (%DV): 5% DV or less is low and 20% DV or more is high.

6. **Footnote with Daily Values (DV)**
   The footnote provides information about the DVs for important nutrients, including fats, sodium and fiber. The DVs are listed for people who eat 2,000 or 2,500 calories each day.
   - The amounts for total fat, saturated fat, cholesterol, and sodium are maximum amounts. That means you should try to stay below the amounts listed.
Food Safety Tips

CLEAN

- Washing hands with soap and warm water before and after handling raw food is the best way to reduce the spread of germs and prevent food poisoning.

- Thoroughly wash utensils, cutting boards, and countertops with soap and hot water. Rinse. They may be sanitized by applying a solution of 1 tablespoon of unscented, liquid chlorine bleach per gallon of water. Let dishes soak for 1 minute. Air-dry.

- Wash fruits and vegetables thoroughly under running water just before eating, cutting, or cooking. Washing fruits and vegetables with soap or detergent or using commercial produce washes is not recommended.

SEPARATE

- Keep raw meat, poultry, eggs, and seafood and their juices away from ready-to-eat food.

- Separate raw meat, poultry, and seafood from produce in your shopping cart. Place food in plastic bags to prevent their juices, which may contain harmful bacteria, from dripping onto other food.

- At home, put raw meat, poultry, and seafood in containers, on plates, or in sealed plastic bags on the bottom shelf of the refrigerator to prevent their juices from dripping onto other food.

- Use a separate cutting board for raw meat, poultry, and seafood.

- Sauce that is used to marinate raw meat, poultry, or seafood should not be used on cooked food, unless the sauce is boiled first.

- Never place cooked food back on the same plate or cutting board that previously held raw food unless the plate has first been washed in hot, soapy water.

1 in 6 Americans will get sick from food poisoning this year. 3,000 Americans will die. Keep your family’s food safer.

Raw milk and products made from raw milk (including certain cheeses, ice cream, and yogurt) are foods that can pose severe health risks. Raw milk and products made from raw milk can carry harmful bacteria and other germs that can make you very sick or kill you. At the grocery store, look for milk and milk products that are labeled “pasteurized” (which means the milk has been heated briefly to kill disease-causing germs). If you do not see the word “pasteurized” on the product label, the product may contain raw milk. Pasteurized milk and milk products are safer than raw milk and products made from raw milk.
Food Safety Tips

Safe Minimum Internal Temperatures
As measured with a food thermometer

<table>
<thead>
<tr>
<th>Food Description</th>
<th>Minimum Temperature</th>
</tr>
</thead>
<tbody>
<tr>
<td>Beef, pork, veal and lamb (roast, steaks and chops)</td>
<td>145 °F with a 3-minute “rest time” after removal from the heat source.</td>
</tr>
<tr>
<td>Ground Meats</td>
<td>160 °F</td>
</tr>
<tr>
<td>Poultry (whole, parts or ground)</td>
<td>165 °F</td>
</tr>
<tr>
<td>Eggs and egg dishes</td>
<td>160 °F Cook eggs until both the yolk and the white are firm. Scrambled eggs should not be runny.</td>
</tr>
<tr>
<td>Leftovers</td>
<td>165 °F</td>
</tr>
<tr>
<td>Fin Fish</td>
<td>145 °F</td>
</tr>
</tbody>
</table>

Safe Seafood Cooking Guidelines

<table>
<thead>
<tr>
<th>Food Description</th>
<th>Indicator</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shrimp, Lobster, Crabs</td>
<td>Flesh pearly and opaque</td>
</tr>
<tr>
<td>Clams, Oysters and Mussels</td>
<td>Shells open during cooking</td>
</tr>
<tr>
<td>Scallops</td>
<td>Milky white, opaque and firm</td>
</tr>
</tbody>
</table>

KEEP YOUR FAMILY SAFER FROM FOOD POISONING

Check your steps at FoodSafety.gov
Cooking Temperatures

Minimum Cooking Temperatures
Wait until thermometer reads final temperature for at least 15 seconds

165°F
- Poultry
- Stuffed meats
- Casseroles containing potentially hazardous foods

155°F
- Ground beef
- Sausage
- Restructured or injected meats

145°F
- Eggs
- Fish
- Solid meat
- Pork

145°F
- Whole-muscle, intact beef steak
  (must achieve a cooked color change on all external surfaces)

*130–158°F
- Roast beef
- Roast pork
- Ham

*See time/temp chart in Section 3-401.11 (B)(2) in the WA State Retail Food Code Working Document. Visit our website for a copy of the chart.
Calibrate Your Thermometer

1. Place metal stem in a cup of ice, add enough water to cover dimple, and wait until needle stops moving.

2. If the needle does not read 32°F, calibrate (adjust) by turning the nut under the face of the dial to 32°F.

- Check the thermometer in ice water at least once a week.
- Sanitize stem of thermometer between use.
- A thermocouple or digital thermometer is required for smaller pieces of food like patties, wings, and drumsticks.
- To calibrate digital thermometers and thermocouples, follow manufacturer’s instructions.
Conversion Chart

<table>
<thead>
<tr>
<th>Measurement</th>
<th>Equivalent</th>
</tr>
</thead>
<tbody>
<tr>
<td>1 tablespoon (tbsp) = 3 teaspoons (tsp)</td>
<td></td>
</tr>
<tr>
<td>4 tablespoons = 1/4 cup</td>
<td></td>
</tr>
<tr>
<td>8 tablespoons = ½ cup</td>
<td></td>
</tr>
<tr>
<td>16 tablespoons = 1 cup</td>
<td></td>
</tr>
<tr>
<td>1 cup = 8 fluid ounces (fl oz)</td>
<td></td>
</tr>
<tr>
<td>2 cups = 1 pint (pt)</td>
<td></td>
</tr>
<tr>
<td>2 pints = 1 quart (qt)</td>
<td></td>
</tr>
<tr>
<td>4 cups = 1 quart</td>
<td></td>
</tr>
<tr>
<td>4 quarts = 1 gallon (gal)</td>
<td></td>
</tr>
<tr>
<td>16 ounces (oz) = 1 pound (lb)</td>
<td></td>
</tr>
</tbody>
</table>

Two Ways to Cook Dry Beans

Overnight Soak:
1. Cover beans with unsalted water.
2. Cover pan and let stand overnight.
3. Cook until tender. Add meat during cooking, if desired.
4. Add salt.

Quick Soak- Saves nutrients
1. Cover beans with unsalted water.
2. Boil 2 minutes in uncovered pan.
3. Remove from heat. Cover pan and let stand 1 hour.
4. Add meat, if desired. Cook until tender.
5. Add salt.

Cooking Times
- Split peas, lentils (do not soak) 30-45 minutes
- Lima beans 1 hour
- Great Northern, small red and white 1 ¼ to 1 ½ hours
- Kidney, pinto, navy 2 hours

Cooking Brown Rice

2 cups water
1 cup uncooked brown rice

Bring water to a boil in a heavy sauce pan. Add rice, return to a boil. Once boiling, place lid on pan and lower the heat to simmer. Cook on simmer for 40 minutes. To see if the rice is ready, open lid and look to see if all water has been absorbed. If all of the water is not absorbed, cook for a few minutes longer and check again. If the water has been absorbed, turn off heat, place cover back on, let sit for 5 minutes.

Makes about 3 cups.

Brown rice is a whole grain which means that it still has three edible parts – the bran, germ and endosperm. White rice only has the endosperm. Having all three parts means more fiber! One cup of brown rice has 3½ grams of fiber; white rice has less than one gram. It is recommended that we eat 25-38 grams of fiber each day.
How to cut up a whole chicken

Step 1 – Using a sharp knife, cut skin between thighs and body.

Step 2 – Grasp a leg of the bird in each hand and lift the bird from the cutting board. Bend legs back until bones break at the hip joint.

Step 3 – Turn bird on its side. Remove leg and thigh from body by cutting from tail towards shoulder. Cut between the joints close to bones in back of bird. Repeat other side.

Step 4 – Separate thighs and drumsticks. Locate knee joint by bending thigh and leg together. Cut through joints of each leg.

Step 5 – With chicken on back, remove wings by cutting inside of wing over joint. Cut from top down, through joint.

Step 6 – Separate breast and back by placing bird on neck end or back and cut through joints along each side of the rib cage. Cut away from you towards the board.

Step 7 – Whole breast is ready to be used as is or you may bone it if desired.

Step 8 – To split breast into halves, cut wishbone in two at “V” of bone. Halves may also be boned.

Step 9 – Wash knives, cutting board and hands with hot, soapy water.

How to cut up & cook large cuts of beef

Blade Chuck
- Blade bone
- Stir fry
- Large muscle – use for stew
- Cook slowly with liquid
- Back bone

Top round – most tender
Fry or cook slowly with liquid

Round Steak
- Eye of round – tough
- Cook slowly with liquid
- Bottom round – tough
- Cook slowly with liquid

Eye of round – tender
- Use for steaks

Large muscle – use for stew
- Bottom round – tough
- Cook slowly with liquid

Top round – tender
- Fry or cook slowly with liquid

Bottom round – tough
- Cook slowly with liquid

Large muscle – use for stew
- Blade bone
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Top round – most tender
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Bottom round – tough
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- Cook slowly with liquid
www.choosemyplate.gov/
Healthy Eating & Cooking Resources

USDA - Dietary Guidelines for Americans • www.dietaryguidelines.gov
• Balancing Calories to Manage Weight
• Foods and Food Components to Reduce
• Foods and Nutrients to Increase
• Building Healthy Eating Patterns
• Helping Americans Make Healthy Choices

MyPlate - www.ChooseMyPlate.gov
• Weight management and calories
• Healthy Eating on a budget
• Super Tracker
• Sample menus and recipes

Fruits & Veggies More Matters - www.fruitsandveggiesmorematters.org
• 30 Ways in 30 Days: Menus & Tips to Fit Your Budget
• The Well-Stocked Pantry
• Weekly Menus and Shopping Lists
• Grow Your Own: A Vegetable Garden How-To Guide
• Fruits and Vegetables on a Budget
• plus hundreds of recipes and much more...

American Heart Association - www.heart.org
• Search “recipes” and “Nutrition Center”

Food Insight - International Food Information Council Foundation - www.foodinsight.org
• Nutrition and food safety information

Food Safety - www.foodsafety.gov
• Safe Minimum Cooking Temperatures
• Fresh Produce Safety
• Food Recalls and Alerts

National Center for Home Food Preservation - http://nchfp.uga.edu/
Learn about safe canning, freezing, curing and other forms of home food preservation.

Community Kitchens Northwest - www.communitykitchensnw.org
Recipes, resources, tips and more
Appendix A: Are You Ready? Checklist

Use this checklist to find out how ready you are to start a community kitchen. As you complete each step, check it off.

1. **Identify your group**
   - Have you identified who your participants will be?
   - Do you understand the needs of the group you will be working with?

2. **Find a host**
   - Do you have a kitchen host in place?
   - Do they have the skills you need?
   - Are they familiar with adult learning principles?
   - Do they understand the needs of your kitchen participants?

3. **Establish partnerships**
   - Do you have kitchen partners in place?
   - Do they share a common vision for the project?

4. **Find a location**
   - Do you have a location in place?
   - Is it accessible?
   - Does it have the equipment you need?

5. **Look for funding and sponsors**
   - Do you have financial resources in place?
   - Do you have sponsors for your kitchen?
   - Do you have potential funders?
   - Will community kitchen participants cover the costs (food, rental space, etc.)

6. **Obtain supplies**
   - Have you purchased all your basic kitchen supplies?
   - Are your food staples clearly labeled and stored properly?

7. **Look for food sources**
   - Have you researched area resources?
   - Do you have a plan for purchasing and picking up food?

8. **Hold a kitchen orientation meeting**
   - Have you hosted an orientation meeting for kitchen participants?
   - Have you made collective decisions on matters of concern to all participants?
     - Kitchen policy
     - Planning and cooking schedule
     - Recipe selection
     - Shopping arrangements/ Donation pick-up
     - Childcare and transportation plans
   - Have all participants completed a registration form?
   - Have participants had a USDA Dietary Guideline orientation?
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Do you want to cook and chat with other neighbors?

Join the East Central Community Kitchen

- Make delicious food. Everyone cooks, cleans and eats!
- Learn bargain shopping tips, nutrition information, safe food handling and more!

The first class is Wednesday, Feb 8!

East Central Community Center
500 South Stone • Kitchen in the Senior Area

Then join us for 5 more weeks of great cooking fun!
Wednesdays: Feb 22, Feb 29, March 14, March 28, and April 18.
Each class is from 4:00 – 6:30 pm (prep begins at 3:00)

For questions or to register
call Jennifer at 324-1666

Free childcare available if requested in advance.
ADA requests can be made by calling one week in advance.
Appendix C: Adult Learning Principles

The following is a list of core adult learning principles that should be kept in mind by the community kitchen coordinator/host.

**Draw upon learners' experiences as a resource.**
Adults have a wide experience base and have learned much from life. They learn most from their peers. The Host can help them share their own experiences and create a situation where they are encouraged to talk to each other. By focusing on the strengths learners bring to the classroom, rather than their gaps in knowledge, learners are able to connect new learning with prior knowledge.

**Foster a spirit of collaboration.**
Collaborative learning focuses on the interdependence of each member. Learners work together with instructors and with each other.

**Involve learners in the planning and implementation of learning activities.**
Adults are interested and learn quickly about those things that are relevant to their lives. Adults' past experiences, their current learning goals and their sense of self will influence what they want to learn and how they learn it. The Host can create a situation in which they can share in the planning, choose the topics and participate in regular evaluation of what they are doing.

**Create a climate that encourages and supports learning.**
Adults have a sense of personal dignity. They must be treated with respect at all times and never feel humiliated or laughed at before others. A safe atmosphere where learners can admit confusion and express different opinions is one that enhances learner self-esteem and reduces fear.

**Cultivate self-direction in learners.**
In a supportive and safe learning environment, the Host can become a mentor to adult learners. They can help learners to develop skills that lead to self-direction, independent learning, and empowerment.

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Appendix D: Kitchen Equipment List

This is a list of some basic equipment to consider for your kitchen. Don’t worry if you don’t have all the following supplies. Necessity is the mother of all invention.

**Utensils:**
- Whisks (small and large)
- Spatulas
- Peeler
- Tongs (small and large)
- Wooden spoons
- Slotted spoons
- Pasta fork
- Potato masher
- Cooking and pastry brushes
- Can opener
- Graters (cheese, lemon/orange)
- Food thermometers
- Thermometers – for oven, freezer, fridge

**Baking Equipment:**
- Measuring cups and spoons
- Rolling pins
- Cooling racks
- Baking sheets
- Pie plates
- Loaf pans
- Muffins tins
- Roasting pan (large)
- Casserole dishes
- Large plastic/metal storage containers to hold flour, sugar, oats, etc.

**Serveware:**
- Serving ladles and spoons
- Serving bowls and platters
- Plates
- Cutlery
- Glasses
- Salt & pepper shakers
- Cutlery dividers

**Clean-Up:**
- Rubber gloves
- Pot scrubbers
- Spray-on oven cleaner
- Baking soda and vinegar
- Tea towels
- Dish clothes
- Dish detergent
- Hand soap
- Garbage bags
- Paper towels

**Cutting/Prep:**
- Knives
- Cutting boards
- Salad spinner
- Colander
- Sieve
- Mixing bowls (variety)

**Small appliances:**
- Blender
- Food processor
- Hand mixer

**Pots:**
- 10 qt stock pot
- 8 qt stock pot
- 5 qt dutch oven
- 2 qt saucepan
- 1 qt saucepan

**Frying pans:**
- 2 inch open
- 10 inch deep covered
- 10 inch open
- 8 inch open

**Other:**
- Bleach
- Bleach bucket
- Bleach testing strips
- Gloves in a variety of sizes
- Oven mitts
- Aprons
- Hair nets
- Containers to bring meals home
- First aid kit
Appendix E: Basic Food Staples

**Suggested Food Staples**

**Grains:**
- White and brown rice
- Whole grain pasta
- Barley
- White and whole wheat flour
- Rolled oats

**Vegetables:**
- Tomato paste
- Canned tomatoes (low-sodium)

**Protein:**
- Canned or dried beans, peas, lentils

**Dairy:**
- Skim milk powder

**Fats and Oils:**
- Margarine
- Olive oil
- Canola oil
- Cooking spray

**Herbs, Spices:**
- Salt
- Pepper
- Basil
- Oregano
- Sage
- Thyme
- Bay leaves
- Cayenne
- Chili powder
- Paprika
- Nutmeg
- Cinnamon
- Cumin
- Garlic powder
- Dry mustard

**Other:**
- Bouillon cubes (low sodium)
- Soy sauce (low sodium)
- Vinegar
- Worcestershire sauce
- Lemon juice
- Ketchup
- Mayonnaise

---

Community Kitchen Toolkit
Appendix E: Basic Food Staples

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- Lemon juice
- Ketchup
- Mayonnaise

Suggested Food Staples

Appendix F: Sample Registration Form

Community Kitchen Registration

Name: ____________________________________________

Address: ________________________________________

Telephone: (Home) ________________________________
(Other) _________________________________________

Do you need a ride to the kitchen? __________________

Number of adults in your household __________________

Number of children ______________________________

Do you need childcare during the Community Kitchen?  ☐ Yes  ☐ No
If yes, for how many children? _________________________

Does anyone in your family have a food allergy or other dietary restrictions?  ☐ Yes  ☐ No
If yes, describe: __________________________________

Why are you joining the community kitchen? ____________

Preference for meeting times:  ☐ M – F days  ☐ M – F evenings  ☐ Weekends

Other comments: __________________________________
Appendix G: Sample Kitchen Policy

Kitchen Policy

1. We will show respect for each other: patience, positive attitudes, and equal opportunities.
2. Everyone will pay the same amount for the meals.
3. There will be no uninvited guests. Talk to your kitchen leader in advance if you want to invite an extra person.
4. Everyone will participate in all areas of the kitchen from menu planning and cooking, to clean-up.
5. If there are any life threatening food allergies present, the kitchen will avoid these foods entirely.
6. If a participant is sick, that person will not handle any food and will be assigned to another task.
7. If a participant is too sick to attend the kitchen, that person should contact the kitchen leader in advance.
8. All participants will wash their hands thoroughly and often.
9. Gloves must be worn by everyone when handling food that will not be cooked.
10. If participants have cuts or sores on their hands, gloves must be worn when preparing any type of food (regardless of whether or not it will be cooked).
11. Any problems or conflicts should be directed to your community kitchen host.
12. The kitchen will be left sparkling clean.
13. All participants will make it a practice to arrive on time and help with tasks.
14. We agree to make all meals healthy and nutritious using USDA's Dietary Guidelines.

Adapted from the Sharing our Future Community Kitchen Program, Burnaby Association for the Mentally Handicapped (2002).
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Appendix H: Sample Shopping List

<table>
<thead>
<tr>
<th>Quantity</th>
<th>Item</th>
<th>Estimated Cost</th>
<th>Actual Cost</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fruits &amp; Vegetables</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Grains</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Proteins</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Dairy</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Basic Supplies &amp; Staples</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Total:</td>
<td></td>
<td></td>
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