

# How to Start a Community Kitchen



Brought to you by the Healthy Eating Team of the Northern Healthy Community Partnership



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## About the Manual

Congratulations on your decision to start a community kitchen! A community kitchen is a great activity to promote cooking skills and healthy eating in your community. Any organization can start a community kitchen including health centres, schools and churches.

In today's modern world, we are seeing less cooking and kitchen skills being shared in communities. Some reasons include busy lifestyles, more access to processed foods and higher costs for healthy foods. This has led to challenges such as less confidence in the kitchen, fewer family meals being eaten together and fewer healthy foods being eaten. One way we can start tackling these challenges is by offering activities like community kitchens.

It is normal to have questions when you start a community kitchen. This manual will help you:

- Understand the benefits of a community kitchen.
- Make plans to start and maintain a successful community kitchen.
- Understand and follow food safety regulations to keep the food you prepare safe.
- Improve your community kitchen by using feedback from participants.
- Become aware of additional resources to support a community kitchen.

We would like to acknowledge the Prince Albert and Area's Community Kitchen Partnership for allowing us to adapt their Community Kitchen Resources.

We wish you all the best in your cooking!

The Healthy Eating Team



# What is a Community Kitchen?

## Background

A **Community Kitchen** is any group of people who get together and cook. Community kitchens come in all shapes and sizes. Participants combine their resources, share recipes, and plan meals while they learn and share new kitchen skills and cooking techniques. Some groups enjoy their meals together and some take food home to enjoy with their families or freeze for later use.

Benefits of a community kitchen include:

- Creating wholesome, healthy meals on a budget.
- Learning and sharing new kitchen skills.
- Sharing and discovering new recipes.
- Planning meals with a decided focus like using local foods or making vegetarian dishes.
- Eating meals together.
- Building friendships.

## Community Kitchens & Food Security

All the benefits of a community kitchen help to increase food security in a community. **Food security** occurs when all people at all times have access to adequate, nutritious food to meet their needs to live a healthy life (adapted from FAO definition of food security).

Many people living in Northern Saskatchewan do not have food security. Programs such as community kitchens, community gardens and good food box programs help improve food security as well as increase the knowledge and abilities of community members. Other activities such as advocacy and policy development also help to support food security for all people.



## Roles and Responsibilities

Community kitchens are made up of a few different people including the sponsor, leader, and members. Each person plays an important role in coordinating a community kitchen.

### Sponsor

- Helps the people in their community start or run a community kitchen by offering:
  - Kitchen space to cook and eat.
  - Kitchen equipment.
  - Storage space for basic shelf items.
  - Financial assistance.
  - Support for evaluating and improving your community kitchen.

### Leader

- Reminds members about planning, shopping and cooking dates.
- Involves all members in decision making, shopping, cooking and cleaning.
- Makes sure the kitchen is as clean as, or cleaner, than when you arrived.
- Helps participants set-up and follow hygiene, safety and general kitchen guidelines.
- Ensures the supplies needed for cooking days are available.
- Helps arrange for transportation and childcare (if needed).
- Collects evaluation information and forwards to the Sponsor.
- Checks that at least one person in the kitchen has their Food Safe Level 1 certificate.

### Member

- Commits to take part in all activities of the kitchen such as planning, shopping, cooking and cleaning.
- Notifies the Leader as soon as possible if unable to attend a session.
- Works as a team member by:
  - Respecting differences.
  - Giving all members an opportunity to share their thoughts and opinions.
  - Learning and sharing with others.



# Food Safety

It is important for your community kitchen to keep the food you prepare safe. Food that is not handled, prepared and cooked properly can become spoiled with germs. These germs may make you sick. Sometimes you cannot detect these germs as the food may not smell or taste any different.

At your first cooking session, your group needs to establish the food safety rules you will follow. These rules should be reviewed at the start of each cooking session. Some examples of food safety rules are provided below.

Contact your local Public Health Inspector or Environmental Health Officer for more information on food safety and Food Safety Courses. They can also provide guidance for the safe use of traditional meat, game and fish.

## Before Cooking

- Make sure to sanitize all work surfaces before you start with these steps:
  - Make a bleach solution by adding 1 teaspoon of bleach to 3 cups of water. Place in a clean spray bottle.
  - Wash surfaces with hot soapy water and rinse with clean water.
  - Spray surfaces with bleach solution and wipe down.
- Wash your hands for at least 20 seconds with warm, soapy water before touching any food.
- Make sure your food thermometers have been properly washed and sanitized.
- If you are thawing food, thaw in the fridge or under cool, running water.
- Store meat, chicken and fish on a lower fridge shelf than fresh produce.
- Keep food in the fridge until you are ready to use it.

## While Cooking

- Wear an apron and closed-toe shoes. Tie long hair back with a hair elastic.
- Wash your hands often, especially after touching unsanitary surfaces and objects. For example, after you use the bathroom or after you touch your hair/face.
- Use separate cutting boards for chopping vegetables and for preparing meat/poultry/fish.
- After working with meat/poultry/fish, use a bleach solution to sanitize kitchen areas and tools.
- Use a clean spoon each time you taste test a food. Do not lick cooking utensils.
- Use a thermometer to check that meats are cooked to their safe temperature.
- Do not smoke in the kitchen. Wash your hands after smoking.

## Serving & Storing Food

- Cool cooked food in the fridge. Use shallow containers to make sure the food cools quickly.
- Refrigerate or freeze food as soon as you get home. Do not put frozen food outside because it can partially thaw if in direct sun, even when the temperature is cold.
- Reheat meals until they are steaming hot.

## Power Outage

- During a power outage, do not open the fridge or freezer unless necessary. A fridge that stays closed will keep food cold for about 4 hours.
- After a power outage, throw out any thawed food that has been at room temperature for more than 2 hours. Food that is still partially frozen can be refrozen.
- Check if a community water advisory has been issued during or after the power outage.

## Storing Food

Storing your food properly will help keep your food safe to eat and increase its shelf life. Use the table below as a guide for storing basic food items.

Food Group	Pantry (cool, dry place)	Fridge (4°C or lower)	Freezer (-18°C or lower)
Vegetables & Fruit	Potatoes and onions Tomatoes Unripe fruit	Ripe fruit Citrus fruit (2 weeks) Most vegetables (variable)	Fruit (4-12 months) Blanched vegetables (8-12 months)
Grain Products	Uncooked grains Bread (2-3 days)	Whole grain products Cooked pasta (2-3 days)	Whole grain products Bread (2-3 months) Cooked pasta (2 weeks)
Milk & Alternatives	Unopened canned milk Skim milk powder	Cheese (1- 5 weeks) Milk, yogurt, sour cream & cottage cheese (use best before date as guide)	Cheese (3-12 months) Unopened milk (6 weeks)
Meat & Alternatives	Dried peas, beans & lentils Nuts, seeds & nut butters (6 months)	Ground meat (1-2 days) Meat, poultry & fish (2-4 days) Eggs (3-4 weeks)	Ground meat (2-3 months) Fish (2-6 months) Meat, poultry and eggs out of shell (6-12 months)
Leftover Meals	N/A	Mixed meals (3-4 days) Soups (2-3 days)	Mixed meals (2-3 months) Soups (4 months)

## Additional Food Safety Resources

Fight Back! Keep Food Safe from Bacteria: <http://www.fightbac.org/>

Food & Nutrition from Government of Canada: <http://healthycanadians.gc.ca/eating-nutrition/index-eng.php>

Public Eating Establishment Standards from Government of Saskatchewan:

<http://www.health.gov.sk.ca/adx/asp/adxGetMedia.aspx?DocID=6ee58ec0-29d4-4006-8c43-babe16dc0a78&MediaID=8206&Filename=public-eating-establishment-standards-oct-2010.pdf&l=English>

# How to Start a Successful Community Kitchen

Each Community Kitchen group is encouraged to operate in a way that best fits with their community, sponsoring organization, and kitchen participants. Below is a suggested outline of basic steps you can use to successfully create a new kitchen.

## Create Interest in Your Community or Organization

- Ask your friends and other community members if they are interested in participating in a community kitchen.
- Circulate a flyer as widely as possible throughout your community. Post it on bulletin boards in community centers, grocery stores, churches, schools, and other places where people meet.
- Partner with other community groups who may benefit from a community kitchen such as offices, schools, assisted living facilities, churches, shelters, etc.

## Childcare

Childcare can be an important consideration in your Community Kitchen. People often do not have money to pay for a babysitter. Some options include:

- Have parents take turns caring for the children.
- Invite volunteers to care for the children while parents cook, and.
- Include older children in some of the less difficult cooking tasks.

## Transportation

If getting to the Community Kitchen is a problem for any participants, the group should discuss how arrangements can be made for them. Look for ways that will work for your group and be open to different possibilities. Some options are to car pool, provide gas money to a member with a car to pick up other members (paid for with community kitchen budget), or use public transportation and arrange cooking times based on the bus schedule.





## Before Cooking Checklist

- ✓ Decide when your group will meet. How often? How long? Ensure the date and time works for everyone in the group.
- ✓ Find out if anyone in the group has allergies, intolerances, or aversions to certain foods.
- ✓ Encourage members to bring their favourite recipes, traditional family recipes, or cookbooks to share with the group.
- ✓ Choose a location and make a list of cooking equipment available at this location.
- ✓ Determine how much money you have to spend on food.
- ✓ Choose the recipe or recipes to be cooked and prepare a grocery list(s). Consider if you need to adjust the recipes for the group size. Also make any necessary changes to the recipe for allergies or food preferences. See the “How To Choose A Healthy Recipe” section for more helpful information.
- ✓ If cost saving is an objective for your group, make a list of foods on sale from local flyers. You may be able to substitute more expensive ingredients with ones on sale or try to substitute expensive ingredients for ones at a lower cost.
- ✓ Decide who will be involved in grocery shopping and where and when it will take place. Where will the food, equipment, and basic shelf items be stored?
- ✓ Confirm that all group members will be available to attend the next cooking session and have adequate transportation and childcare.
- ✓ Decide if the group will eat together after the cooking session, take the food home or both.
- ✓ See Appendix B for information about getting your kitchen ready for the first cooking session.
- ✓ See Appendix E for helpful tools to help coordinate your community kitchen.



# How to Choose a Healthy Recipe

Use Eating Well with Canada's Food Guide to plan meals for yourself, your family, friends, or community kitchen group.

## Planning Your Menu

- **First select the meat or alternative for each meal**
  - Have meat alternatives such as beans, lentils, and tofu often.
  - Select lean meat, fish, and alternatives prepared with little or no added fat or salt.
  - Use cooking methods such as roasting, baking or poaching that require little or no added fat or salt.
  - Avoid using luncheon meats, sausages or pre-packaged meats as they are usually higher in salt and fat.
- **Select the grain products which will complement your meat or alternative choice**
  - Choose whole grain products whenever possible (whole wheat bread, whole wheat pasta, oatmeal, barley, brown rice, oats, quinoa, wild rice).
  - Choose grain products that are lower in fat, sugar, and salt.
- **Next choose the vegetables for your menu**
  - Eat at least one dark green and one orange vegetable each day.
  - Choose fresh or frozen or canned vegetables, but remember to rinse canned vegetables before use as they are usually canned with extra salt.
- **Add milk and alternatives**
  - Drink skim, 1%, or 2% milk.
  - Select lower fat milk and alternatives (yogurt, cheese, etc.).
- **Select fresh fruit for dessert**
  - Have fruit more often than juice. If you offer juice, make sure it is 100% fruit juice.
- **Add water**
  - Offer water at every cooking session to quench thirst.
- **Remember to consider**
  - Color, flavour, texture, shape and temperature, as they are all important to your overall meal.
  - Review grocery store flyers to incorporate sale items into your menu.
  - See Appendix C for a list of healthy recipe adaptations you can use to help plan your menu.

# Shopping For a Community Kitchen

Once you have selected your recipes, it is time to prepare for shopping. You will need to decide whether to double or triple the recipes before you make your shopping list. Your shopping list will help guide your purchases at the grocery store.

An important part of shopping is the budget. Your budget will depend on how your Community Kitchen is funded, the number of participants and how often you meet. Your group will need to figure out how to manage the budget and the best payment method for shopping.

## Before You Go Shopping

- **Make a shopping list.** Create one master list of ingredients needed for all the recipes. This helps you avoid buying items you do not need or forgetting important items for your recipes. Organize the list in a way that makes sense to you such as by food group or grocery store section. This will help save you time while shopping.
- **Check your supplies.** Check for ingredients and supplies you may already have and mark them off of your shopping list. This will help save money as you will only buy what you need.
- **Estimate shopping list costs.** Estimate how much each item will cost to make sure you stay on budget. If you are over budget, check for recipe substitutions to help lower your costs.
- **Pick your shoppers.** We recommend that the leader and one kitchen member do the grocery shopping. Members can take turns so everyone has a chance to experience the shopping process.
- **Get your shopping kit ready.** A shopping kit can help you be the savviest shopper possible. We suggest bringing your shopping list, pencil, calculator, coupons, measuring cups/spoons (if buying from bulk bins) and re-useable shopping bags.

## Shopping Tips

### Budget Friendly Tips

- Buy the foods you need from grocery stores, not convenience stores. Convenience stores are usually more expensive.
- Make sure to eat before you go shopping. If you are hungry, you will be more likely to buy extra items.
- Know the regular prices of items you generally buy. This way you will recognize when an advertised special is really a bargain. Use newspaper ads, store flyers and coupons to help you find bargains.
- Stick to the sides of the grocery store. The aisles tend to have more packaged food that may be more expensive and/or less healthy.
- Better buys may be hidden on the very top shelves or the very bottom. Also, watch for unadvertised specials in the store as you walk around.
- Stock up on sale items you use often, if you have room to store them safely.

### **Buy in Season**

- Fresh produce that is in season will be plentiful and cost you less money. Some examples include:
  - Winter: oranges, grapefruit, bananas.
  - Spring: lettuce, spinach, strawberries.
  - Summer: melons, berries, peaches, corn, tomatoes, cucumber.
  - Fall: apples, pears, grapes, cabbage, broccoli, pumpkin.
- Produce such as green/yellow beans, celery, onions, potatoes, and carrots are plentiful throughout the year.

### **Compare Foods**

- Always check the cost of different brands each time you shop. Store brands are usually cheaper than brand names.
- Buying larger sizes often costs less than buying smaller ones, but check the unit price to make sure. Also, make sure you have enough money and storage space to purchase the larger size.
- Unit price is the cost per measure of the food (e.g. cost per pound, gram, or litre). It is usually posted on the shelf tag below the food.

### **Look for the Nutritious Choice**

- Vegetables & Fruit
  - Frozen and canned vegetables and fruit are just as nutritious as fresh.
  - Choose canned produce with little or no added fat, salt, and/or sugar.
  - Rinse canned vegetables before use to remove excess salt.
  - Use leftover vegetables to make your own soup stock.
- Grain Products
  - Look for whole grain products to boost nutrients and fibre. Examples include whole wheat flour/pasta/bread, brown rice and oats.
  - Limit refined choices like instant rice and noodles. These foods are less nutritious and may cost more money.
- Milk & Alternatives
  - Good choices include skim milk powder and evaporated milk (skim, 1% or 2%). See the Community Kitchen Recipe Book for recipe ideas using these choices.
  - Yogurt and cottage cheese are a good source of calcium and protein. Also, they are lower in fat than block cheese.
  - Look for fortified milk alternatives if you have issues with cow's milk. Examples include soy milk, almond milk and Lactaid® milk.
- Meat & Alternatives
  - Good choices include wild meat/game, fish (fresh, canned or un-breaded frozen) and lean ground beef.
  - Meat alternatives are packed full of nutrients and are cheap to buy. Try using dried or canned beans, eggs and/or peanut butter.

### **Practice Your Shopping Skills**

- It takes time and practice to develop your shopping skills.
- Shopping with a friend can help build confidence. It is also a great way to swap shopping tips and gather new ideas.
- See Appendix A for activities on unit price and budgeting to practice your shopping skills.

## Looking at Food Packages

### Nutrition Facts Labels

- Nutrition facts labels give you information on different nutrients found in packaged foods.
- The information on the label is based on a specific serving size. The serving size is located at the top of the label.
- Percent Daily Value (%D.V.) tells us **HOW MUCH** or **HOW LITTLE** of a nutrient is in one serving of a food.
- Choose foods with **5% or less** fat, saturated and trans fat and sodium.
- Choose foods with **15% or more** fibre, vitamin A, vitamin C, calcium and iron.

Nutrition Facts			
Per 3/4 cup (100 g)			
Amount	% Daily Value		
Calories	80		
Fat	1 g		1 %
Saturated Fat	0 g		0 %
+ Trans Fat	0 g		0 %
Cholesterol	0 mg		
Sodium	2 mg		0 %
Carbohydrate	15 g		5 %
Fibre	3 g		12 %
Sugars	7 g		
Protein	3 g		
Vitamin A	1 %	Vitamin C	2 %
Calcium	1 %	Iron	3 %

### Ingredient List

- The ingredient list is in order from most to least. The first three ingredients make up most of the food by weight.
- Look for foods that have vegetables, whole grains, low-fat milk or lean protein listed first.
- Try to avoid fat, sugar and salt in the first three ingredients.
- Watch for words that mean sugar. These words often end in “ose” such as glucose, fructose, sucrose and maltose. Other words that mean sugar include syrup, honey and molasses. See the example below for other examples of words that mean sugar.

**Ingredients:** Dextrose, fructose, honey, invert sugar, raw sugar, malt syrup, rice syrup, sucrose, xylose, molasses, corn sweetener, fruit juice concentrate, high-fructose corn syrup, brown sugar, corn syrup, glucose, lactose, maltose, sucrose, evaporated cane juice, agave nectar, cane crystals, cane sugar, crystalline fructose, barley malt, beet sugar, caramel.

## Nutrient Content Claims

- Some foods will have nutrient content claims on the front of the package.
- Common words you may see include:

Word	What it Means	Example
Free	A nutritionally insignificant amount	Sodium free (less than 5 mg per serving)
Low	A very small amount of a nutrient	Low in fat (3 g or less per serving)
Reduced	At least 25% less of a nutrient compared with a similar product	Reduced in calories (at least 25% less energy than the regular food)
Source	A significant amount of a nutrient	Source of fibre (2 g or more per serving)
Light	If referring to a specific nutrient, is only used for foods either reduced in fat or calories	Light in fat Light in calories

## Best Before Date

- This date is printed on the lid, on the side, or on the bottom of a food container. This tells us how long foods can be consumed before they begin to spoil.
- Some foods can look okay to eat even after the best before date has past. Remember to look for any signs of spoiling.
- Some foods will be offered at a discounted price just before or after the best before date. This can save you money if you buy at the right time, but remember to use the food right away.



## Other Tips

- Avoid purchasing canned food that is bulged or dented. These may mean the can's seal was broken and the food is not safe to eat.
- Be cautious of stores selling frozen product following a power outage in your local area. Food that has been thawed and re-frozen is not safe to eat.

# Cooking Day Checklist

## Before Cooking Starts

- ✓ Wash and sanitize all counter tops (see page 6 for making bleach solution).
- ✓ Place the cooking equipment and non-perishable ingredients required for the session on the counter.
- ✓ Set out hairnets, aprons, and copies of the recipe or recipes being prepared.
- ✓ Find your food thermometers. Make sure they are washed and sanitized.
- ✓ Ensure take home containers are available (or remind members to bring them).

## Cooking & Cleaning

- ✓ Remind everyone to put on aprons and hairnets and wash their hands.
- ✓ Follow food safety recommendations for cooking, food storage, and cleaning up (see the “Food Safety” section for more information).
- ✓ Read over recipes with the group and ensure all ingredients and cooking equipment needed are available.
- ✓ Encourage everyone to participate in planning, cooking, activities, and clean-up.
- ✓ Send each community kitchen participant home with equal amounts of the main dish to share with their families. Consider purchasing containers to use or have participants bring their own.
- ✓ Clean dishes using a dishwasher or the 3 compartment sink method (wash in warm soapy water, rinse with clean water and sanitize with bleach solution. Let dishes air dry).

## Evaluation

- ✓ Evaluations give all members an opportunity to think critically about what they are doing and express their feelings about what has gone on. The information gathered through evaluations help make future sessions/kitchens more relevant to the members’ needs. Evaluations can be done at the end of each session and the end of a kitchen.
- ✓ Verbal evaluations are effective tools to use at the end of each session to gather expressed needs and positive comments from members.
- ✓ A written evaluation is more often used at the end of a kitchen and when statistics are need for a summary report. Written evaluations help identify:
  - What went well?
  - What didn’t go well?
  - What could have gone better or been done differently?
  - What did you learn?
  - How were you feeling during the session?
  - What were the high points of the session?
  - What were the low points of the session?
- ✓ See Appendix E for evaluation tools you may use with your community kitchen.

## Appendix A: Unit Price Activity

Many grocery stores will post the unit price for different food sizes on the shelf tag. If they do not, you can follow these easy steps to figure out the unit price.

**Unit price = cost / measure of food**

**Example:** Which is the better deal for flour?

2.5 kg bag of flour for \$1.61  
Unit price =  $\$1.61/2.5 \text{ kg} = \$0.64/\text{kg}$

10 kg bag of flour for \$4.49  
Unit price =  $\$4.49/10 \text{ kg} = \$0.45/\text{kg}$

**Answer:** The better deal is the 10 kg bag of flour.

**Practice:** Which is the better deal for canned green beans?

1 can for \$0.49  
Unit price =

12 cans for \$6.99  
Unit price =

Answer: The better deal is the.....



## Appendix B: Getting Your Kitchen Ready

### Suggested Cooking Equipment

Apron	Frying pans	Mixing bowls	Rolling pin
Baking pans	Grater	Mixing spoons	Scissors
Baking sheets	Hairnets	Muffin tins	Spatula
Can opener	Ice cube trays	Oven mitts	Strainer
Containers	Kettle	Plastic wrap	Stock pot
Cooking rack	Knives	Plates	Timer
Cutlery	Ladle	Potato masher	Tin foil
Cutting boards	Measuring cups	Pots with lids	Tongs
Electric mixer	Measuring spoons	Refrigerator	Vegetable peeler
First aid kit	Food thermometer	Roasting pans	Whisk

### Suggested Cleaning Supplies

Dish detergent	Floor mop	Paper towel	Tea towels
Dishcloths	Garbage bags	Pot scrubbers	Tubs for dishwashing
Disinfectant bleach	Drying rack	Hand soap	Rubber gloves

### Suggested Basic Shelf Ingredients

Baking powder & soda	Cornstarch	Mustard	Soya sauce
Barley	Dried spices	Pasta	Sugar
Canned beans	Flour	Powdered milk	Tabasco sauce
Canned tomatoes	Ketchup	Rice	Tomato paste
Coffee & tea	Lemon juice	Rolled oats	Vinegar
Cooking oil	Margarine	Soup stock	Worcestershire sauce

### Common Kitchen Equivalents

Measurement	Abbreviation	Volume	Ounces
1 teaspoon	tsp	5 mL	½ ounce
1 tablespoon	tbsp	15 mL	2 ounces
1 cup	c	250 mL	16 ounces
1 pint	pt	500 mL	32 ounces
1 quart	qt	1000 mL	128 ounces

## Appendix C: Healthy Recipe Adaptation

Use the following suggestions to replace an ingredient you may not have or to boost the nutrition of a recipe.

If your recipe calls for...	Try substituting with...
All-purpose (white) flour	Whole wheat flour for up to half of the white flour
Bacon	Canadian bacon, turkey bacon or smoked turkey
Butter or shortening	Puréed fruit or vegetables for up to half of the butter/shortening or vegetable oil
Dry bread crumbs	Rolled oats or crushed bran cereal
Canned fruit in heavy syrup	Fruit canned in its own juices/water or fresh fruit
Canned vegetables, meat or soup	Low sodium or sodium reduced varieties
Cream cheese	Low fat cream cheese or pureed cottage cheese
Cream in soups	Evaporated skim milk, mashed/puréed potatoes, puréed carrots or puréed cauliflower
Ground beef	Wild meat, chicken breast (skin removed) or canned beans for up to half of the beef
Mayonnaise	Low fat mayonnaise or plain yogurt
Salad dressing	Calorie-reduced dressing or flavoured vinegars
Salt	Celery seed, garlic powder, onion flakes, black pepper, lemon juice or fresh herbs
Sour cream	Low fat sour cream or plain yogurt
Soy sauce	Low sodium soy sauce, sweet & sour sauce or hot mustard sauce
Sugar	Reduce sugar by up to ¼ or add more sweet spices (e.g. ginger, nutmeg, cinnamon)
Syrup	Puréed fruit (e.g. applesauce) or sugar-reduced syrup
White bread or pasta	Whole wheat bread or pasta
White rice	Brown rice, wild rice or pearl barley
Whole milk	Skim milk, 1% milk or 2% milk

## Appendix D: Meat Cooking Temperatures

It is important to cook your meat to the correct internal temperature. This will make sure that harmful bacteria have been killed. Use a thermometer to check the temperature of your meat with these steps:

- Remove your meat from the heat source.
- Place the thermometer in the thickest part of the meat.
- Make sure not to touch any bone with the thermometer.
- Check your meat's temperature using the below tables.

**Table 1: Game**

Ground meat and meat mixtures	71 °C (160 °F)
Ground venison and sausage	74 °C (165 °F)
Chops, steaks, and roasts of fresh venison	
Medium rare	63 °C (145 °F)
Medium	71 °C (160 °F)
Well done	77 °C (170 °F)
Bear, bison, musk-ox, and walrus	74 °C (165 °F)
Small game (e.g. rabbit)	71 °C (160 °F)
Game birds/waterfowl:	
Whole, thighs and wings	82 °C (180 °F)
Breasts and roasts	77 °C (170 °F)
Fish	70 °C (158 °F)

**Table 2: Store-bought**

Ground meat and meat mixtures	
Beef, lamb and pork	71 °C (160 °F)
Turkey and chicken	74 °C (165 °F)
Fresh beef and lamb	
Medium rare	63 °C (145 °F)
Medium	71 °C (160 °F)
Well done	77 °C (170 °F)
Fresh pork	77 °C (170 °F)
Poultry	
Whole chicken, turkey, duck and goose	85 °C (185 °F)
Pieces	74 °C (165 °F)
Ham	71 °C (160 °F)
Fish	70 °C (158 °F)
Egg dishes	74 °C (165 °F)
Leftovers	74 °C (165 °F)

## **Appendix E: Community Kitchen Leader Tools**

The following forms will be valuable tools you can use as you start, run, and improve your community kitchen.

- Request for funds
- Grocery shopping list
- Budget tracker
- Sign-in sheet
- Member registration
- Participant evaluation
- Leader evaluation

# Community Kitchen Request for Funds

Date Funds Requested: \_\_\_\_\_

Community Kitchen Leader: \_\_\_\_\_

Community Kitchen Location: \_\_\_\_\_

Dates or number of sessions: \_\_\_\_\_

Estimated number of participants: \_\_\_\_\_

Target group: \_\_\_\_\_

Funded Items	Amount
Kitchen Leader	
Kitchen Basics	
Food for Cooking Sessions	
Cleaning Supplies	
Additional Expenses (please describe below)	
<b>TOTAL</b>	

Comments: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Signature of Kitchen Leader:	Date:
Name (Please Print):	

Authorized By:

Signature:	Date:
Name (Please Print):	
Title (Please Print):	

# Grocery Shopping List

Food Group	Quantity & Item	Estimated Cost
Vegetables & Fruit		
Grain Products		
Milk & Alternatives		
Meat & Alternatives		
Other Supplies		

Total Estimated Cost: \_\_\_\_\_

Actual Total Cost: \_\_\_\_\_

# Community Kitchen Budget Tracker

Kitchen Location: \_\_\_\_\_ Kitchen Leader: \_\_\_\_\_

<b>Date</b>	<b>Activity</b>	<b>Money In</b>	<b>Money Out</b>	<b>Balance</b>

# Community Kitchen Member Sign-in Sheet

Date: \_\_\_\_\_

Location: \_\_\_\_\_

Kitchen Leader: \_\_\_\_\_

<b>Name</b>	<b>Address</b>	<b>Phone #</b>	<b># of Family Members</b>



# Member Registration Form

## Basic Information

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Other) \_\_\_\_\_

Do you need a ride to the kitchen (please circle)? YES NO

## Family Information

Number of adults in your household: \_\_\_\_\_ Number of children: \_\_\_\_\_

Do you need childcare (please circle): YES NO If yes, for how many children? \_\_\_\_\_

Does anyone in your family have a food allergy or other dietary restriction? If yes, please describe:

\_\_\_\_\_  
\_\_\_\_\_

Why are you joining the community kitchen? \_\_\_\_\_

\_\_\_\_\_

Other comments: \_\_\_\_\_

\_\_\_\_\_

## Community Kitchen Participant Evaluation Form

Location: \_\_\_\_\_

Date: \_\_\_\_\_

1. What did you like best about the cooking session?

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2. What did you like least about the cooking session?

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3. Is there anything you would do differently? Please explain.

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4. Did you like the recipes we used? Why or why not?

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5. What was the most important thing you learned today?

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6. Is there anything you would like to learn about at a future session?

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## Community Kitchen Leader Evaluation Form

Date: \_\_\_\_\_ Name: \_\_\_\_\_

Location: \_\_\_\_\_ Number of Participants: \_\_\_\_\_

	Worked Well	Could be Improved	How to Improve
Time used to cook			
Sharing of work			
Shopping			
Cooking			
Cleaning			
Transportation			

Recipes	Amount Prepared	Adequate Food	Comments

**Other Comments:**

## References

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## Photographs

Select photographs were downloaded from Google Images, labeled for reuse with modification. They were retrieved, in the order they appear in document, from the following web-sites:

- Page 1: [www.wholify.com/serives/cooking-classes/](http://www.wholify.com/serives/cooking-classes/)
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All other photographs were downloaded from Microsoft Office Clipart.