



# DeKalb County Board of Health



## Community Kitchen Program Manual

*DeKalb County Board of Health  
Decatur, Georgia  
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## **Introduction**

The origin of the community kitchen dates back to 1975. The poor living outside Lima, Peru, were receiving food aid from the Peruvian government. Women in the community came together with their food aid and bought additional items to cook meals. The meals were sold to members of the community while poorer members received some or all meals for free (Delisle, 1990). The success of the community kitchens caused the government and donor organizations to provide more food aid and seed money for further development. This idea caught on and spread throughout South and North America.

Community kitchens began in North America through the establishment of a community kitchen in Canada. Starting in 1984 in Montreal, Jacynthe Ouellette cooked meals with her sister-in-law and neighbors to stretch their food budgets. Word spread to Diane Norman, who worked with Ouellette to start a community kitchen in Montreal in 1986. This concept spread through Quebec and the rest of the nation. The original purpose was to stretch the finances of members, but since then has been used to form social networks, enhance multicultural interaction, and build community capacity (University of Victoria, 2011).

Research indicates that a program such as a community kitchen is beneficial, especially in areas of low-income families. A published evaluation study found that 73 percent of participants in a particular community kitchen reported improvements in their lives because of the program and 81 percent of those participants felt they learned to feed their families healthier foods and were motivated to eat more fruits and vegetables (Marquis et al, 2001).

The DeKalb County Board of Health, located in Decatur, Georgia, received a Steps to a HealthierUS grant to prevent obesity, diabetes, and asthma. This funding enabled a food assessment of two communities and the results showed some individuals were not meeting the recommended five servings of fruits and vegetables a day (Papavasiliou et al., 2007). Limited access to food and high food prices were identified as two of the barriers in these communities. To improve nutrition, the DeKalb County Board of Health conducted a community kitchen pilot program in 2009 targeting low-income families in one of the communities.

This manual outlines how the community kitchen was created and implemented in the McNair community in DeKalb County, Georgia. The kitchen was modeled after a Canadian community kitchen program and The Dinner A' Fare, a studio kitchen where people can prepare dishes that are taken home to be cooked (The Dinner A' Fare, 2006). The community kitchen manual can be copied or changed, as needed, to meet the needs and characteristics of an organization or community.

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## **Starting a Community Kitchen**

**Defining the Purpose:** Determine your reason or need for starting a community kitchen. Allow this to inform your decision-making process.



A goal of the DeKalb County Board of Health is to improve the nutrition of residents. Limited access to food and high food prices were barriers to eating fruits and vegetables for residents of the McNair community.

**Selecting a Target Population:** The target population is the group of people for whom the program will be provided. This group may share similar characteristics (e.g., ethnicity, age, income, members of the same organization).

Review the purpose of the community kitchen and keep that purpose in mind when you answer these specific questions:

1. Who would have a need to participate in the community kitchen?
2. Who would have an interest in participating?
3. Is there an organization that would participate as a group?
4. Will the kitchen be in a specific neighborhood?



The DeKalb County Board of Health identified the target population through the community assessment completed as part of a Steps to a HealthierUS grant.

## **Planning the Community Kitchen**

### **Location**

Selecting the location of the kitchen can influence many other aspects of the program. Location involves the area of town and the facility itself. An area of town should be chosen that is easily accessible for the target population. If this is not possible, then accommodations should be made to ensure access. Questions to consider about ensuring access are:

1. What types of transportation are needed to get to the location?
2. Can the target population use these types of transportation?

Many resources are needed to run a community kitchen program and it is vital to select a facility that will have these resources. Consider the following when selecting a kitchen:

- **Kitchen size:** There should be enough room to prepare all the ingredients for the recipes. This includes washing, cutting, pre-cooking, and cleaning.
- **Kitchen availability:** Consider the days and times that the kitchen can be used. If it is a public kitchen, then other groups may be using it as well.
- **Equipment:** Adequate freezer and refrigeration space is necessary because of the large amount of food used for one session. The number of stove tops will dictate how much food can be cooked onsite. If the attendees prepare food, but do not cook it, then one stove top will be adequate.
- **Classroom space:** Class space will be needed if nutrition lessons are offered. The lessons can take place in a separate room or in the kitchen. If lessons occur in the kitchen, make sure tables are separated from the food preparation site and cooking area.
- **Facility manager:** It is important to have a good working relationship with the person representing the facility to ensure that the program will run smoothly. Ideally, this person will understand and appreciate the community kitchen effort.
- **Storage:** If the program intends to run continuously at a particular location, a large storage cabinet for dry foods is recommended. Also, space will be needed in the facility to store kitchen equipment, such as pots and pans.

### ***Equipment Needed***

There are various types of equipment needed to ensure that a community kitchen session runs smoothly. If the program is one that will run over multiple years, efforts should be made to purchase as much equipment as possible that is reusable and durable. Appendix F lists the types of equipment that are ideal for starting a community kitchen.



For long-term kitchen equipment or for a large community kitchen, it may help to shop at industrial/kitchen supply stores. For a small or short-term kitchen, a local home improvement or department store may suffice.



## ***Program Details***

There are many important details to consider when establishing a community kitchen.

- **Program format:** Think about the purpose of your kitchen and then develop a program that will accomplish your purpose. This purpose will inform the activities at each kitchen session. Arrange the activities in a logical order that will keep the program flowing easily from one activity to the next (example: provide an educational lesson, prepare food, cook food, and clean up the kitchen).
- **Recipe selection:** Determine the types of recipes that will appeal to your target population and fit with the purpose of your program. Things to consider when selecting the recipes are simplicity, cost effectiveness, and nutritional value. Also, be mindful of food allergies and the cultural appropriateness of recipes. There may be solutions to cooking around food allergies or other issues.
- **Schedule of program:** Determine how much time will be needed for each activity. The time allocated for each activity, program set up, and clean up will influence how long the kitchen is needed. This is especially important to determine if the kitchen is used by multiple groups.
- **Time of program:** The program should be scheduled when the target population will be able to attend. Consider the work and school schedules of the target population when selecting the time.
- **Frequency:** Determine how frequently the program will meet. Is it once a week? Twice a week?
- **Communication:** Make sure the facility knows who the contact person is for the program. If the kitchen is closed for some unforeseen reason, the contact person can be informed and notify others. Likewise, the contact person will need to know with whom to get in touch at the facility if equipment is not functioning properly.


## ***Budgeting***

Create a **budget** to determine how much the community kitchen will cost. The budget can be categorized by personnel, equipment, and operating expenses (which include use of the space, promoting the event, and food).

For any new program, there will be start-up costs such as purchasing equipment. Other costs will be ongoing such as:

- Facility rental fee (if any)
- Cost of food
- Wages for childcare (unless someone can volunteer caretaking services)
- Wages for the program coordinator and staff
- Miscellaneous cash for emergency needs





Food cost is the most variable part of the budget. To get a realistic idea of the cost of food for one session, estimate by using the recipe costing worksheet. Recipe costing is also useful in comparing the actual amount that was spent for food to the budgeted amount. One session for ten participants using the recipes provided in this manual may cost between \$350 and \$450, depending on the location and type of grocery store available.

## ***Financing the Program***


The support required to finance the program may come from one source or multiple sources. The program could be funded through grants, in-kind donations, or participants' contributions.

- **Grants:** You may apply for grants, but these grants will most likely have stipulations as to how the money will be used and could influence the purpose of your kitchen.
- **In-kind donations:** An in-kind donation is non-cash input that can be assigned a cash value. Space, equipment, and personnel may be considered in-kind. If an organization allows you to use their space or equipment without any charge to you, then this would be classified as in-kind.
- **Participants' contributions:** The participants may be charged a fee to participate in the program. If the participants are charged a fee, determine when and how they pay.

## ***Running the Program***

Personnel are needed to make sure the program runs smoothly. The personnel can either be paid or unpaid. There are several distinct positions that need to be filled for the community kitchen.

- **Program coordinator:** The program coordinator is responsible for overseeing the entire program, ensuring that all food is bought and properly stored, and making certain that the sessions are successfully executed. Since the individual in this position will need to research recipes, modify recipes, and create nutrition education lessons for each session, it is recommended that a registered dietitian be the program coordinator.
- **Assistant:** The assistant will help the program coordinator. This person may be involved in researching recipes, registering participants, shopping for food, preparing food before sessions, supervising a station during sessions, and cleaning up.

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- **Class facilitator:** The class facilitator will keep the schedule on track and provide instruction for the lessons. This can be someone within the community of the target population and/or someone who has training in nutrition and food preparation (e.g., registered dietitian or culinary school teacher).
  - **Kitchen worker(s):** These individuals will need to arrive at the kitchen 2-to-3 hours before each session to help set up the stations. During the session, they can assist participants with food preparation and answer questions. After the session, they can help clean up.

A minimum of four staff members is ideal for this program. However, having additional volunteers to assist at stations during sessions is encouraged.

### ***Developing a Marketing Plan***

Marketing is an important step in organizing a community kitchen program. This step involves promoting the class in as many places as possible where the target population will be reached. Questions to consider are:

1. Does the target population use the Internet? Will they use it to access information?
2. Is there a particular radio station the target population listens to, television station they view, or newspaper they read? Will you have the funds to promote the community kitchen through these media outlets?
3. Where does your target population work, live, or play? This will guide you as to where and how to market. Options include:
  - Distributing flyers
  - Placing inserts in local papers
  - Placing an ad in school newspapers
  - Including an announcement in bulletins
  - Making an announcement at meetings

Flyers should be easy to read and be colorful. They should include:

- Time
- Place
- Cost
- Other important details of the program

Some locations where flyers can be posted or distributed are:

- Local public health centers
- Parks
- Medical centers
- Apartment communities

- Parent-Teacher Association meetings
- Mailboxes
- Grocery and other stores
- Faith-based organizations/Houses of worship



The pilot program for the DeKalb County Community Kitchen targeted a low-income community. It was determined that the best marketing approach was to produce flyers and distribute them to local houses of worship, neighborhood associations, and grocery stores. However, word of mouth was found to be the most effective way to reach the desired population.

### **Registration and Attendance**

The space and purpose of the community kitchen will influence how many people can attend a session. Ideally, there will be a total of ten participants at each session. This number of participants has proven to be the most manageable for a session, considering the amount of food that must be purchased and prepared. If food preparation stations are incorporated into the community kitchen, it is recommended to have two participants per station at one time.

Participants should register for each session to help the program coordinator prepare for the session. The number of participants influences the quantity of food purchased, the amount of materials printed, and the amount of equipment needed for the session.

Select a registration process that is simple and will ensure that your target audience will register for the session. There are many ways people can register for a community kitchen: phone, mail, e-mail, fax, and an Internet login. If multiple methods are used, make sure there is one internal database that keeps track of those who registered. The registration flyer should include a space for the participants to write their contact information (email address and phone number) so that you can confirm their registration. A sample registration flyer can be found in Appendix F.



Online registration forms can also be created from sites such as [www.createforms.com](http://www.createforms.com). However, if dealing with a low-income community, keep in mind that residents may not have convenient Internet access.

Making sure the people that register actually attend can be a challenge. The best way to resolve this is by charging a **registration fee**. Paying the fee will encourage people to attend since they will feel like they have made an investment in the session. The

registration fee should be reasonable. It is recommended to charge from \$10 to \$30 a session or the amount that will cover the food cost for the session.

Sometimes people are not able to attend a session. Determine if you will have a refund policy for a missed session or if you will allow participants to come late to a session. If there is a policy for late arrivals, make sure it discourages habitual lateness.

It is recommended that you account for all participants who attend the session. A **sign-in sheet** is an easy way to record attendance. Participants sign in upon arrival. A sample sign-in sheet can be found in Appendix A.

### ***Participation Barriers***

Individuals may be interested in participating in the program, but barriers may prevent them from getting involved. Potential barriers are a lack of understanding, cost, the time commitment, and childcare. Make sure you address these barriers to ensure participation.

<b>Barrier</b>	<b>Solution</b>
<u>Lack of understanding</u> : Potential participants may hesitate to join due to lack of understanding about the program.	Keep the language and content of marketing material concise and simple to ensure understanding of the program. If appropriate, flyers can be made in alternate languages.
<u>Cost</u> : Potential participants may be hesitant to sign up due to inability to afford the cost.	Keep the registration fee low. Offer discounts or scholarships for those who cannot afford the program.
<u>Time</u> : Some potential participants may not be able to participate due to lack of time.	Schedule class times which are flexible and meet the needs of the specific population.
<u>Transportation</u> : Some potential participants may not attend due to lack of transportation.	Look into providing transportation. Pick a kitchen location that is accessible to the residents by public transit, walking, or bicycling.
<u>Childcare</u> : Some potential participants may not attend due to lack of childcare.	Consider providing childcare.



## Summary of a Session

This section provides a summary for a typical DeKalb County Community Kitchen session held through the Steps to a HealthierUS grant. It can be modified to fit the purpose and design of your community kitchen.

### ***Preparation***

Five **recipes** were selected prior to the session. These recipes were chosen because they were simple, healthy, and tasty.

On the evening of the session, volunteers arrived early to the kitchen to assist in **food preparation**. For example, they peeled potatoes or sliced vegetables needed for recipes.

Six **stations** were set up. Five were where the meals would be prepared. All ingredients, measuring utensils, and storage containers for each dish were distributed, along with **station directions**. The station directions instructed participants on how to prepare the meal. A sixth station was set up with take-home instructions and plastic wrap so that participants could package their meals.

### ***Session Format***

The session started with a **lesson** by a registered dietitian, the program coordinator, or another instructor. The lesson was easy to follow and addressed a basic principle such as food safety, budgeting, cutting techniques, or shopping for food.

After the lesson, the participants rotated among the stations at their own pace to prepare the meals. The meals were wrapped in plastic and the participants picked up the **take-home instructions**. The take-home instructions guided the participants in cooking the meal at home.

At the end of the session, the participants were given the complete **recipes** of all the dishes prepared at the kitchen, in case they were interested in preparing a dish at home.

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## Tools for Running a Session

### *Preparation Instructions for Program Coordinator*

For the session to run smoothly, the coordinator must complete certain tasks prior to the session. Below is a general list of tasks that need to be completed before a session; a list of specific preparation instructions can be created once recipes are selected.

1. Create/choose recipes to be prepared.
2. Based on recipes, write:
  - a. A shopping list.
    - i. Food items needed for recipes, including spices.
    - ii. Kitchen equipment or supplies not already available.
  - b. A day of session to-do list for the coordinator .
  - c. Station preparation instructions for staff.
  - d. Station directions for participants.
  - e. Take-home instructions for participants.
3. Purchase supplies using shopping list.
4. Create an evaluation form for the session.
5. Make copies of:
  - a. Station directions for staff (2-to-4 copies).
  - b. Station directions for participants (2 copies per station).
  - c. Take-home instructions (10 copies).
  - d. Full recipes (10 copies).
  - e. Evaluation forms (10 copies).



Keep an inventory of your supplies. This will allow you to know what supplies you have and what is missing. A sample inventory worksheet is available in Attachment A. Review the inventory list while creating your shopping list so that you can add any supplies needed on the shopping list. A shopping list worksheet is provided on Appendix A in order to make the shopping experience relatively easy. The shopping lists for fall, spring, and winter sessions can be found in Appendices B through D.

NOTE: It's better to buy some bulk items (like plastic bags and aluminum foil), while other items can be bought in regular quantities (food items that expire, e.g., cheese). Some items on the shopping list should be purchased in greater amounts than needed due any measuring mistakes that may occur. Purchasing more helps ensure that a station will not run out of a certain ingredient. Extra supplies, such as food storage bags, gloves, and aluminum pans, may be kept on hand.



## ***Day of Session To-Do List***

The day of session to-do list will include some of the following tasks:

1. Set up area for the lesson.
2. Set up tables for stations.
3. Portion and prepare recipe ingredients for stations.
4. Place food at appropriate stations.
5. Post station directions for participants.
6. Set up a check-in area for participants to sign in upon arrival.
7. Set up station with take-home instructions, plastic wrap, recipes, and evaluation forms.

The program coordinator should determine which tasks they should complete and what tasks should be delegated to staff or volunteers. See the DeKalb County Community Kitchen's day of session to-do list for the fall menu session in Appendix B. To-do lists for the winter and spring menus are listed in Appendix C and Appendix D.

## ***Station Preparation Instructions for Staff (Helpers)***

Directions for setting up the food stations are useful for the staff/helpers. Since preparing each station involves many details, these directions are meant to make the process relatively easy. Instructions ensure that the ingredients are placed on the tables in the correct amounts and that there are enough measuring tools for all ingredients.

Instructions for the staff should include, but are not limited to:

1. Copy of the recipe.
2. List of ingredients.
3. Portioning/set up instructions.
4. List of storage bags or containers.
5. Additional items needed for the station.

Set the ingredients on the table in the order they are listed in the directions. This should be communicated to staff either by written instructions or in person.

Below is an example of the station preparation instructions for staff for Easy Chicken Stir-Fry. The instructions, including ingredients, are based on ten participants *for Staff for Easy Chicken Stir-Fry\**

Check off	Ingredient	Amount needed for station**	Table instructions	Measuring utensil needed for each station
	Minced garlic	1/2 cup	Place into a small container	1 teaspoon
	Stir-fry vegetables	40 cups	Separate the 40 cups into 2 large containers	1 cup
	Soy sauce	1 cup	Place one bottle of soy sauce on table	1 teaspoon

*Measuring utensils needed:*

- 2 teaspoons
- 1 one cup

*Additional items needed for station:*

- 10 one-gallon-sized bags
- 1 roll of paper towels
- 10 pair of gloves

\*This example does not include the full instructions for the recipe. The full station directions for Easy Chicken Stir-Fry are found in Appendix B. Additional station directions are listed in Appendices B through D.


### ***Station Directions for Participants***

The participants should be able to successfully put together the recipe by using the station directions with minimal help from the staff. These directions are formulated from the original recipes; therefore, they read like the preparation section of a recipe. Make sure the directions include packaging instructions since the participants will take the meal home to cook. Ideally, the steps in these directions are numbered.

General directions for participants should include, but are not limited to:

1. Preparation instructions, to include chopping, dicing, and/or measuring.
2. Mixing instructions.
3. Storage instructions (e.g., place chicken in pint-sized plastic storage bag).
4. List of all pre-measured and pre-packaged ingredients to take home for recipe.
5. Packaging instructions for transport home (e.g., wrap all ingredients plus instructions together with plastic wrap).



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6. Where to store food during the session (e.g., place wrapped meal in refrigerator before moving to the next station).

Below is an example of the station directions for Easy Chicken Stir-Fry.

#### Easy Chicken Stir-Fry

- |  |
|--|
| <ol style="list-style-type: none"><li>1. In a gallon-sized bag, combine 1 tsp minced garlic, 4 tsp soy sauce, 1 tsp ginger, ½ cup pineapple juice, and 1 tsp vinegar. Seal bag and mix together with hands.</li><li>2. Add 4 cups of stir-fry vegetables to spice/juice mix, seal bag, and mix with hands. Set aside.</li><li>3. Take one bag of chicken strips, one bag of rice, and vegetable mix to wrapping station.</li><li>4. Wrap all 3 bags of ingredients and take-home instructions together with plastic wrap.</li><li>5. Take wrapped meal to refrigerator or cooler for storage until the end of the session.</li><li>6. Move to a new station. If this is the final station, gather all meals and pack them to go home in your cooler or box.</li><li>7. Be sure to get the full recipes for all meals made today.</li></ol> |
|--|

Additional station directions are listed in Appendices B through D.

### ***Take-Home Instructions for Participants***

Make sure the participants pick up the take-home instructions for each recipe. For community kitchens that have no cooking on-site, these will allow the participants to finish preparing the meals at home.

Take-home instructions should include, but are not limited to:

1. Length of time meal can be kept in the refrigerator before freezing.
2. Freezing instructions
  - a. How to wrap the meal for freezing (if not wrapped at the community kitchen).
  - b. How long the meal can be kept in the freezer.
3. Thawing instructions, if needed.
4. Cooking instructions
  - a. Additional preparation work (e.g., brushing chicken with sauce).
  - b. Preheating oven, including oven temperature.
  - c. Cooking times (from frozen and thawed states).
  - d. How to tell when food is done
    - i. Visual
    - ii. Internal temperature
5. Additional steps before serving (e.g., top with salsa).
6. Optional: recommended serving instructions (e.g., serve with pasta or rice).



Specific information on safely freezing and thawing foods can be found at:  
[http://www.fsis.usda.gov/factsheets/focus\\_on\\_freezing/index.asp#12](http://www.fsis.usda.gov/factsheets/focus_on_freezing/index.asp#12)

Specific information on internal cooking temperatures can be found at:  
[http://origin-www.fsis.usda.gov/PDF/Internal\\_Cooking\\_Temperatures\\_CFG.pdf](http://origin-www.fsis.usda.gov/PDF/Internal_Cooking_Temperatures_CFG.pdf)

The take-home instructions for fall, winter and spring recipes are included in Appendices B through D. (NOTE: The format used for the DeKalb County Community Kitchen might be hard to read for some participants. Single sheets of take-home instructions in larger type might be needed.)

### ***Original Recipes***

Many different recipes can be used for a community kitchen, but simple, tasty, and healthy recipes are ideal. It is also helpful if the recipes include familiar food that the community or target population enjoys. Including nutrition facts can be helpful to participants on diets, and can be discussed as a lesson.

For the DeKalb County Community Kitchen pilot program, five recipes were selected, modified, and tested. These recipes can be found in Appendices B through D and correspond to the season (fall/winter/spring) in which they were made.

Other recipes can be found online, taken from cookbooks, or created by the program coordinator. A list of recipe Internet sites is found in the Resources and Links section.



## **Lesson Plans**

Educating the participants about meal preparation was part of the DeKalb County Community Kitchen. The program dedicated time in each session for a brief lesson. This lesson was taught at the beginning of class since clean-up became a priority after the participants rotated through the stations.

For each session, a lesson plan was created to structure and guide the teaching component. The lesson plans are found in Appendix E.

There are several components of a lesson plan, including:

1. Purpose - why are you providing this particular lesson?
2. Length of lesson (the DeKalb County Community Kitchen used 20-minute lessons).
3. Objectives - what information will the participants learn?
4. Materials - what supplies are needed to teach the lesson?
5. Set-up instructions - how will the room/seats be arranged to teach the lesson?
6. Class session
  - a. Introduction (not needed after the first session if the same group comes to each session)
    - i. Introduce yourself and the staff
    - ii. Let participants introduce themselves
  - b. Lesson - provide information to participants through:
    - i. Lecture
    - ii. Demonstration
    - iii. Video
    - iv. Hands-on exercises
  - c. Question and answer period (can be allowed throughout lesson)
  - d. Summary/closing
  - e. Station instructions - since participants are gathered, this is a good time to instruct participants on how the rest of the session will work.

A variety of subjects can be covered that are relevant to preparing meals such as food safety, cutting techniques, and grocery shopping. Lessons can also cover the benefit of eating at home and its positive effects on wellbeing, nutrition, academic performance, and family cohesion.



## Evaluation

Evaluation is a critical piece of the program because the findings will enable you to know if the program is meeting its goals and making an impact. Once evaluations are conducted, decisions can be made on how to improve the program.

Gathering feedback from the participants about the program is a common way to evaluate the goals and impact. Also, this is important if it is required to report the concrete impact and outcome evidence to stakeholders or funders.

There are several methods to gain feedback from participants:

- **Written survey:** Participants can be surveyed at the end of the program to see if there is any change in knowledge and awareness. The form is found in Appendix A.
- **Phone interview:** After a specified amount of time has passed, participants can be called for a phone interview. Phone interviews are appropriate for gaining information on how the program impacted the participants. If the food is only prepared at the kitchen, then a phone interview will be important to gather information on the participants' experience cooking and eating the meal at home.
- **Focus group:** The participants can be interviewed as a group. A downfall of group questioning is that the group setting might bias the responses, as one person might not want to go against the group. However, a group format can enable you to collect more information and detail than a survey can capture.

When creating evaluation questions for a survey, phone interview, or focus group, ensure the questions:

- Are open-ended (questions that cannot be answered with a “yes” or “no”)
- Capture race and ethnicity information, if required for grant reporting purposes
- Ask how the participants heard about the class. This might help determine the most effective way to market the community kitchen.
- Ask what the participants liked about the class. This will help with future session planning.
- Ask what the participants did not like about the session so adjustments can be made
- Ask participants how to improve the program
- Ask for contact information. This allows follow-up on how the meals turned out and whether the session met the participants' needs.
- Ask for any other information needed for data collection purposes such as household size, age and number of children in the household, age of participant, household income, home location (community/neighborhood), education level, gender, etc.
- Ask participants if their ability to prepare healthier meals at home has changed



## **Resources and Links**

### **Allrecipes**

3317 Third Ave. S. Suite D

Seattle, WA 98134

Phone: 206-292-3990

Fax: 206-292-1793

Offers free recipes to download at [www.Allrecipes.com](http://www.Allrecipes.com).

### **Community Kitchen Leader's Guide (1993)**

Provides practical information for setting up and running a community kitchen including promotion, funding, and sample letters to possible support organizations.

\$18 from Kamloops Foodshare c/o 231 Sunhill Court, Kamloops, Canada V2E 2P5.

Phone (250) 372-0815. Community kitchens in Vancouver, Canada.

<http://www.communitykitchens.ca/ckfinder/userfiles/files/pdfs/BasicStepsJuly2009.pdf>.

### **Educational Materials – Food Safety and Nutrition /University of Nebraska-Lincoln Extension in Lancaster County**

Provides a food safety handout

<http://lancaster.unl.edu/food/fridge.pdf>.

### **Recipes and Tips for Healthy, Thrifty Meals (USDA)**

U.S. Department of Agriculture, Center for Nutrition Policy and Promotion

1120 20th Street, N.W. Suite 200, North Lobby, Washington, DC 20036-3406

Offers advice on preparing nutritious meals on a budget

This publication may be purchased in single copies through the Government Printing Office at (202) 512-1800. Call for price. Can be downloaded for free online at:

<http://www.cnpp.usda.gov/publications/foodplans/miscpubs/foodplansrecipebook.pdf>.

### **Winnipeg Cooks Together: A Handbook for Community Kitchens**

Offers advice and instruction on how to organize and operate a community kitchen in your neighborhood. Can be downloaded for free online at

[http://www.wrha.mb.ca/healthinfo/prohealth/nutrition/files/Nutrition\\_3.pdf](http://www.wrha.mb.ca/healthinfo/prohealth/nutrition/files/Nutrition_3.pdf).

### **www.onlineconversion.com**

Converts recipes amounts

### **www.recipes.sparkpeople.com/recipe-calculator.asp**

Provides nutrition information for recipes



# Appendix A

## Forms





# Participant Sign-In Sheet

Session date: \_\_\_\_\_ Program name/location: \_\_\_\_\_

Name	Address	Phone/email



# Shopping List Worksheet

Number of participants: \_\_\_\_\_

Session date: \_\_\_\_\_

## Nonperishable/Canned items

Food item	Amount needed	Amount purchased

## Meat/Dairy

Food item	Amount needed	Amount purchased

## Packaging/Non-Food Items

Item	Amount needed	Amount purchased

## Produce

Food item	Amount needed	Amount purchased

*Notes:*



.....

# Inventory Worksheet

Number of participants: \_\_\_\_\_

Session date: \_\_\_\_\_

## Nonperishable/Canned items

Food item	Amount on hand	Amount needed

## Meat/Dairy

Food item	Amount on hand	Amount needed

## Produce

Food item	Amount on hand	Amount needed

## Packaging/Non-Food Items

Item	Amount on hand	Amount needed

*Notes:*



### Recipe Costing Worksheet for 10 participants

This worksheet will help you calculate the total cost of ingredients you will need for 10 participants. In the first column, write in the recipe item (e.g., chicken breasts). In the second column, record the amount needed per serving according to the original recipe (e.g., 1 chicken breast). In the third column, document the amount you will pay for a serving of each item in the original recipe. (If you can buy 4 breasts for \$5.00, each breast would cost \$1.25 (\$5.00 ÷ 4). So the cost per serving would be \$1.25.) In the fourth column, multiply the cost per serving by 10 to calculate the total cost for a class of 10 participants. For the chicken breasts, the total cost would be \$12.50 (\$1.25 x 10). After calculating each recipe item, add up all values in the fourth column to determine the total food cost.

Recipe item	Amount needed per serving	Cost per serving	Cost for 10 participants
<i>Example:</i> Chicken breasts	1 breast per serving	\$1.25	\$12.50
<b>Total Food Cost</b>			



# Budgeting Form

(Can be completed for each session or the entire program)

**Program dates:** \_\_\_\_\_

**Total money available: \$**\_\_\_\_\_

Activity/ Line Item	Amount budgeted	Hours needed	Actual amount spent	Difference between budgeted and actual	Notes
Operating supplies					
Food costs					
Program coordinator					
Assistant program coordinator					
2 class helpers					
Registered dietitian/ class instructor					
Miscellaneous expenses (emergency cash)					
<b>Totals</b>					



## Evaluation Form

1. How old are you? (Please check)
  - 15 to 19 years
  - 20 to 24 years
  - 25 to 34 years
  - 35 to 44 years
  - 45 to 54 years
  - 55 to 59 years
  - 60 to 64 years
  - 65 to 74 years
  - 75 to 84 years
  - 85 years or over
  
2. What is your gender? (Please check)
  - Female
  - Male
  - Transgender
  
3. What is your race/ethnicity? (Check all that apply)
  - American Indian or Alaska Native
  - Asian, Native Hawaiian or other Pacific Islander
  - Black/African American
  - Latino/Hispanic
  - White/Caucasian
  - Other (Please specify) \_\_\_\_\_
  - Don't Know
  
4. What is the highest level of school you have completed?
  - Did not graduate from high school
  - High school graduate/GED
  - Some college credit, but less than 1 year
  - 1 or more years of college, no degree
  - Associate (2-yr) college degree (includes academic/occupational degree)
  - Bachelor's degree (for example: B.A., B.S.)
  - Master's degree (for example: M.A., M.S., M.Eng., M.S.W., M.B.A.)
  - Professional school degree (for example: M.D., J.D.)
  - Doctorate degree (for example: Ph.D., Ed.D.)

*Continued*

.....

**Evaluation Form, *continued***

5. How many children are in your household? \_\_\_\_\_  
Please list the number for each age range.
- |                            |                  |
|----------------------------|------------------|
| _____ 11 months or younger | _____ Ages 9-11  |
| _____ Ages 1-3             | _____ Ages 12-14 |
| _____ Ages 4-5             | _____ Ages 15-17 |
| _____ Ages 6-8             | _____ None       |
6. Including yourself, how many adults (18 years of age or older) are in your household? \_\_\_\_\_
7. What is your monthly household income (take-home pay of all persons contributing to household income)?
- |  |  |
|--|--|
| <input type="checkbox"/> \$0-\$900       | <input type="checkbox"/> \$2,151-\$2,460 |
| <input type="checkbox"/> \$901-\$1,215   | <input type="checkbox"/> \$2,461-\$2,770 |
| <input type="checkbox"/> \$1,216-\$1,525 | <input type="checkbox"/> \$2,771-\$3,085 |
| <input type="checkbox"/> \$1,526-\$1,835 | <input type="checkbox"/> \$3,086 or more |
| <input type="checkbox"/> \$1,836-\$2,150 |  |
8. In what neighborhood do you live? \_\_\_\_\_
9. How did you hear about the community kitchen?
- Flyer
  - Word of mouth
  - Newspaper advertisement
  - Other (please specify) \_\_\_\_\_
10. Did you learn anything from today's session that you will use or try at home?  
If yes, please specify. If no, please explain why not.

*Continued*



**Evaluation Form, *continued***

- 11. What was the most useful part of today's session?
  
  
  
  
  
  
  
  
  
  
- 12. What was the least useful part of today's session?
  
  
  
  
  
  
  
  
  
  
- 13. How would you improve this program? What else would you like to see included?
  
  
  
  
  
  
  
  
  
  
- 14. Would you be interested in telling us more about your experience to help us improve the community kitchen sessions? If yes, please provide your name, phone number or email address so we can contact you. Your name will not be associated with your responses to this survey, as all information will be kept confidential.

*Name* \_\_\_\_\_

*Best way to reach you:  
email/phone no.* \_\_\_\_\_





# **Appendix B**

## **Fall Session**





## Easy Chicken Stir-Fry

### Ingredients

- 1 tablespoon vegetable oil
- 2 garlic cloves, minced
- 1½ pounds boneless, skinless chicken breast, cut in to strips or cubed  
(You can buy chicken with the skin, and remove the skin yourself)
- 4 cups frozen stir-fry vegetables, thawed\*
- 4 teaspoons low-sodium soy sauce
- 1 teaspoon grated fresh ginger or ½ tsp. dried ginger
- ½ cup unsweetened pineapple juice
- 1 teaspoon white vinegar
- 3 cups uncooked instant brown rice

\*You can substitute seasonal fresh vegetables, such as red bell pepper strips, sugar snap peas and thinly sliced carrots, for the frozen stir-fry vegetables.

### Directions

1. *To cook rice:* Measure 3 cups of uncooked rice and place in pot. Add 6 cups of water to pot. Add 1 tsp salt. Bring rice to a boil. Reduce heat to medium, cover pot, and simmer for 15 minutes.
2. *To cook dish:* In a bowl, mix together soy sauce, ginger, pineapple juice, and vinegar. Set aside. Heat the oil in a skillet over medium-high heat. Add chicken and garlic; cook and stir 7 minutes or until chicken is no longer pink in the center. Add thawed vegetables and mix well. Stir-fry for another minute. Stir the sauce mixture in separate bowl to make sure the ingredients are mixed well. Add the sauce to the pan and bring to a boil. Cook for about 15 minutes. Serve over rice.

### Nutrition Information

Serving size.....1½ cups  
Servings per recipe ..... 5

### Amount per serving

**Calories** ..... 319  
**Total fat** ..... 5.0 g  
    Saturated fat ..... 1.0 g  
**Sodium** ..... 113 mg







# Spinach Lasagna

## Ingredients

- 2 cups non-fat ricotta cheese
- 1 8-ounce package part-skim mozzarella cheese, shredded
- ¼ cup grated parmesan cheese
- 1 tablespoon dried parsley
- ½ teaspoon black pepper
- 2 16-ounce jars of spaghetti sauce, any kind
- 8 ounces lasagna noodles
- 10-ounce package of frozen spinach

## Directions

1. Preheat oven to 350 degrees F.
2. Thaw frozen spinach in microwave or in refrigerator for 12 hours.
3. Drain thawed spinach.
4. In a large bowl, mix ricotta cheese, mozzarella cheese, parmesan cheese, parsley, spinach, and black pepper.
5. Place a small amount of spaghetti sauce in the bottom of a lasagna pan. Place 3 cooked noodles on top of sauce and top with thin layer of more sauce. Add 3 more noodles and layer with ¼ cup of sauce and ¼ cup of cheese mixture. Add another layer of noodles and repeat layers of sauce and cheese mixture until both are finished. Top with ¼ cup mozzarella cheese.
6. Cover with foil and bake in a pre-heated oven for 55 minutes. Remove foil and bake another 15 minutes. Let sit 10 minutes before serving.

## Nutrition Information

Serving size.....1 (2" x 2")  
 Servings per recipe ..... 6

### Amount per serving

**Calories** ..... 234  
**Total fat** ..... 3.2 g  
     Saturated fat ..... 0.7 g  
**Sodium** ..... 455 mg





## Scrumptious Meat Loaf

### Ingredients

- 1 pound extra lean ground beef
- ½ cup tomato paste with no added salt
- 1 cup chopped onion
- 1 cup canned, diced tomatoes with no added salt
- 2 teaspoons ground black pepper
- 2 cloves garlic, chopped
- 1 teaspoon ground nutmeg
- 2 teaspoons dried thyme
- 1 cup bread crumbs, finely grated

### Directions

1. Preheat oven to 350 degrees F.
2. Mix all ingredients in a large bowl together. Mix well using hands.
3. Form meat mixture in to a loaf. Place loaf in a loaf pan or glass baking dish.
4. Bake covered with aluminum foil for 50 minutes. Uncover pan and continue baking for 12 minutes.

### Nutrition Information

Serving size.....2” thick slice  
 Servings per recipe ..... 6

### Amount per serving

**Calories** ..... 241  
**Total fat** ..... 9.2 g  
     Saturated fat ..... 3.4 g  
**Sodium** ..... 294 mg





## Sweet Southern Barbecued Chicken

### Ingredients

- 5 tablespoons tomato paste with no added salt
- 2 tablespoons ketchup
- 1 tablespoon honey
- 2 tablespoons Worcestershire sauce
- 2 tablespoons white vinegar
- 1 teaspoon black pepper
- ½ teaspoon onion powder
- 2 cloves garlic, minced
- 6 4-ounce chicken legs/thigh pieces

### Directions

1. Preheat oven to 350 degrees F.
2. Combine all ingredients except chicken in a bowl to make barbeque sauce.
3. Place chicken in baking pan lined with aluminum foil and brush with half the sauce mixture.
4. Bake chicken for 20 minutes.
5. Remove chicken from oven and add remaining sauce to chicken. Cover with aluminum foil and bake at 350 degrees F for 30 minutes more.

### Nutrition Information

Serving size..... 4 oz (1 breast)  
 Servings per recipe ..... 6

### Amount per serving

**Calories** ..... 158  
**Total fat** ..... 1.5 g  
     Saturated fat..... 0.4 g  
**Sodium** ..... 286 mg





## Spicy Tilapia with Pineapple and Red Pepper Salsa

### Ingredients

- 2 teaspoons vegetable oil
- 1 teaspoon dry basil
- ½ teaspoon ground red pepper
- 1 tsp chili powder
- 6 (3- to 4-oz) tilapia fillets
- 2 cups crushed pineapple in its natural juice
- ½ cup canned, diced tomatoes with no added salt
- 3 tablespoons white vinegar
- ½ cup bell pepper, seeded and chopped

### Directions

1. Combine pineapple, tomatoes, vinegar, chili powder, and bell pepper in a large bowl, stirring gently.
2. Combine basil and ground red pepper in a small bowl and mix. Sprinkle fish evenly with spice mixture.
3. Heat vegetable oil in a large nonstick skillet over medium-high heat.
4. Add fish to pan, and cook for 2 minutes on each side or until fish flakes easily when tested with a fork.
5. Serve pineapple and bell pepper mixture on top of fish.

### Nutrition Information

Serving size..... 1 fillet  
 Servings per recipe ..... 6

### Amount per serving

**Calories** ..... 135  
**Total fat** ..... 2.3 g  
     Saturated fat ..... 0.6 g  
**Sodium** ..... 63 mg





## Fall Menu Shopping List for 10 Participants

### Meals:

- Easy Chicken Stir-Fry
- Spinach Lasagna
- Scrumptious Meat Loaf
- Sweet Southern Barbecued Chicken
- Spicy Tilapia with Pineapple and Red Pepper Salsa

### *Non-perishables/Condiments*

- Soy sauce/2 ounces
- Dried ginger/1 ounce
- White vinegar/35 ounces
- Dried parsley/6 ounces
- Black pepper, ground/1 (4-ounce) container
- Spaghetti sauce/320 ounces (2 #10 cans)
- Tomato paste, no added salt – (1 #10 can or 10 cups)
- Ketchup/10 ounces
- Honey/5 ounces
- Worcestershire sauce/15 ounces (1 pint)
- Onion powder/10 teaspoons (3-oz container)
- Dried basil/3 ounces
- Ground red pepper/2 ounces
- Vegetable oil/3 cups
- Instant brown rice/15 pounds
- Lasagna noodles/80 ounces (5 pounds)
- Nutmeg/2 ounces
- Chili powder/4 ounces
- Dried thyme/2 ounces
- Bread crumbs/15 cups
- Pineapple juice, unsweetened, canned/5 cups

### *Produce/Perishables*

- Frozen stir-fry vegetables/40 cups (10 pounds)
- Garlic, minced/1 (32-ounce) jar
- Red or green bell peppers/7 whole, fresh
- Tomatoes, diced, canned, no added salt/20 cups (2 #10 cans or 6 #2.5 cans)
- Onions/10 whole, fresh
- Canned crushed pineapple, in natural juice/20 cups (2 #10 cans or 6 #2.5 cans)

*Continued*

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Fall Menu Shopping List, *continued*

*Meat/Dairy*

- Ricotta cheese/22 cups (160 ounces)
- Mozzarella cheese, shredded/3 (32-ounce) packages, or 96 ounces
- Parmesan cheese/5 cups
- Chicken/15 pounds of boneless, skinless chicken, cut into strips (for stir fry)
- Chicken leg/thigh combo/30 whole pieces (for BBQ chicken)
- Ground beef, extra lean/10 pounds
- Tilapia/60 fillets (4 ounces each)
- Spinach/15 frozen 10-ounce boxes (7 pounds)

*Packaging/Non-food items*

- 10 aluminum lasagna pans
- 10 meat loaf pans
- 1 large role of aluminum foil
- 100 gallon-size sealable storage bags
- 300 quart-size sealable storage bags
- 1 large role of plastic wrap
- 6 rolls of paper towels
- Disposable kitchen gloves, 100 pair
- Garbage bags

Notes:



## Day of Session To-Do List – Fall Menu

- Portion out meats. Make sure the frozen meats are placed in the refrigerator, 12 to 24 hours before the session in order to provide ample time for the meats to thaw.
- Chicken for stir-fry needs to be sliced into thin strips and portioned into 10 bags (about 1.5 pounds per bag)
- Chicken for BBQ needs to be portioned into 6 pieces per bag
- Tilapia can be portioned into 6 pieces per bag. If purchased individually wrapped, remove plastic wrap and place in gallon-sized plastic bags.
- Ground beef should be portioned into 10 bags with each bag containing 1 pound. Ground beef can also be purchased in one-pound servings.
- Open stir-fry vegetables and place in 2 large containers. Allow to thaw at room temperature for 4 hours.
- Dice 8 onions
- Dice 7 red bell peppers. Place in a medium container. Remove spinach from freezer. Place packaged spinach under hot running water to thaw. Drain spinach and place it in a large container. Cover the container with plastic and refrigerate.
- Portion rice in to 10 bags with each bag containing 3 cups of uncooked rice
- Cook 5 boxes of lasagna noodles. Spray each layer of noodles with vegetable oil to prevent sticking. Arrange in layers in 2 large aluminum pans.
- Post station directions
- Put out handouts, recipes, evaluations, and sign-in sheet

**Station Preparation Instructions for Staff for Easy Chicken Stir-Fry**

Check off	Ingredient	Amount needed for station	Table instruction	Measuring utensil for ingredient
	Garlic	½ cup	Mince garlic. Measure ½ cup. Place in container. Set on table.	½ tbsp
	Stir-fry vegetables	40 cups	Separate the 40 cups in 2 large containers.	1 cup or 2 cup
	Soy sauce	40 tsps	Place original bottle on the table.	tsp
	Dried ginger	¼ cup	Place original bottle on table.	tsp
	White vinegar	10 tbsps	Place original bottle on table.	tbsp
	Uncooked rice	30 cups	Measure 3 cups. Put in 1 bag. Repeat to end up with 10 bags of uncooked rice. Place on table.	1 cup
	Pineapple juice	6 cups	Measure. Place in a drink pitcher. Place on table.	½ cup (liquid)
	Chicken	10 bags of chicken	Cut chicken in to strips. Place strips in 10 bags. Keep refrigerated until session begins.	

Additional items needed for station:

- 10 gallon-size bags
- 1 roll of paper towels
- 10 pair of gloves



**Station Preparation Instructions for Staff for Spinach Lasagna**

Check off	Ingredient	Amount needed for station	Table instruction	Measuring utensil for ingredient
	Ricotta cheese	22 cups	Keep refrigerated in original container.	2 cup
	Mozzarella cheese	11 cups	Keep refrigerated in original container.	1 cup
	Parsley, dried	10 tbsps	Place original bottle on table.	tbsp
	Black pepper	5 tsps	Place original bottle on table.	½ tsp
	Spaghetti sauce	22 cups	Place original bottles on table.	2 cup
	Lasagna noodles	90 pre-cooked lasagna noodles	Put pre-cooked lasagna noodles in 2 large aluminum pans. Place on pans on table.	
	Spinach	20 cups	Defrost and drain water from spinach. Place in large container. Set on table.	2 cup

Additional items needed for station:

- 3 large mixing bowls
- 2 spatulas
- 10 aluminum lasagna pans
- 1 large roll of aluminum foil
- 1 roll of paper towels
- 10 pair of disposable gloves

**Station Preparation Instructions for Staff for Scrumptious Meatloaf**

Check off	Ingredient	Amount needed for the station	Table instruction	Measuring utensil for ingredient
	Beef	10 bags	Cook beef. Place beef in 10 bags. Keep in refrigerator until session begins.	n/a
	Tomato paste	7 cups	Measure and put tomato paste in a container. Set on table.	½ cup
	Onions	10 cups	Dice onions. Place in a container. Set on table.	1 cup
	Tomatoes: canned, diced	12 cups	Measure canned, diced tomatoes. Put in container. Set on table.	1 cup
	Black pepper	20 tsps	Set on table.	tsp
	Garlic	20 cloves	Mince garlic. Place in container. Set on table.	tsp
	Nutmeg, ground	10 tsps	Place original bottle on table.	tsp
	Thyme, dried	20 tsps	Place original bottle on table.	tsp
	Bread crumbs	10 cups	Measure out. Place in container. Set on table.	1 cup

Additional items need for station:

- 3 large mixing bowls
- 10 aluminum meatloaf pans
- 1 roll of paper towels
- 10 pair of disposable gloves

**Station Preparation Instructions for Staff for Sweet Southern BBQ Chicken**

Check off	Ingredient	Amount needed for the station	Table instruction	Measuring utensil for ingredient
	Tomato paste	5 cups	Measure tomato paste. Place in container.	½ cup
	Ketchup	20 tbsps	Place original bottle on table.	tbsp
	Honey	10 tbsps	Place original bottle on table.	tbsp
	Worcestershire sauce	20 tbsps	Place original bottle on table.	tbsp
	Vinegar	2 cups	Measure vinegar. Place in a container. Set on table.	tbsp
	Black pepper	10 tsps	Place original bottle on table.	tsp
	Onion powder	5 tsps	Place original bottle on table.	½ tsp
	Garlic	20 cloves	Mince garlic and place in container. Set on table.	tbsp
	Chicken	10 bags	Keep refrigerated until session begins.	n/a

Additional items needed for station:

- 10 quart-sized plastic bags
- 1 roll of paper towels
- 2 spatulas
- 10 pair of disposable gloves

**Station Preparation Instructions for Staff for Spicy Tilapia**

Check off	Ingredient	Amount needed for station	Table instruction	Measuring utensil for ingredient
	Tomatoes: canned, diced	7 cups, pre-diced	Measure. Place in a container. Set on table.	½ cup
	Dried basil	10 tsp	Place original container on table.	tsp
	Ground red pepper	5 tsp	Place original container on table.	¼ tsp
	Pineapple, crushed	10 cans (20 cups)	Place cans on table. Open as participants use.	2 cup
	Vegetable oil	10 tbsp	Place original container on table.	tbsp
	Vinegar, white	3 cups	Place original container on table.	tbsp
	Bell pepper	5 cups	Dice. Place in container. Keep refrigerated until session begins.	½ cup
	Tilapia	10 bags	Place in bags. Keep in freezer until session begins.	n/a

Additional items needed for station:

- 10 gallon-size plastic bags
- 1 roll of paper towels
- 10 pair of disposable gloves

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## Station Directions for Participants - Fall Menu

### Easy Chicken Stir-Fry

1. In a gallon-size bag, measure 1 tbsp of garlic, 4 tsp soy sauce, 1 tsp ginger, ½ cup pineapple juice, and 1 tsp vinegar. Seal bag.
2. Measure 4 cups stir-fry vegetables. Place in to the gallon bag with spices. Seal bag.
3. Take one bag of chicken strips and one bag of rice.
4. Add take-home instructions. Wrap all ingredients together with plastic wrap.

### Spinach Lasagna

1. Measure in to a large mixing bowl: 2 cups thawed spinach, ¼ cup parmesan cheese, 2 cups ricotta cheese, ¾ cup mozzarella cheese, 1 tbsp dried parsley, ½ tsp black pepper
2. Measure out 3 ½ cups spaghetti sauce. Place a thin layer of sauce on bottom of pan.
3. Take 3 cooked noodles. Place noodles on top of sauce.
4. Place another thin layer of spaghetti sauce over noodles.
5. Add 3 more noodles. On top, add a layer of cheese/spinach mixture. Add a thin layer of spaghetti sauce.
6. Add 3 more noodles in a layer. On top, add another layer of cheese/spinach mixture, and then a thin layer of spaghetti sauce.
7. Repeat this process until you finish your cheese/spinach mixture. Top the lasagna with the rest of your mozzarella cheese, about ¼ cup.
8. Cover pan with foil. Attach take-home instructions.

### Scrumptious Meat Loaf

1. Measure in to a large bowl: ½ cup tomato paste, 1 cup chopped onion, 1 cup diced tomatoes, 2 tsp ground nutmeg, 2 tsp thyme, 1 cup bread crumbs.
2. Take one pound of ground beef and place in a large bowl.
3. Mix ground beef and spices with gloved hands. Mix well and form in to loaf.
4. Place loaf in an aluminum pan. Cover with foil. Add take-home instructions.

### Sweet Southern BBQ Chicken

1. Measure in to a medium plastic bag: 5 tbsp tomato paste, 2 tbsp ketchup, 2 tbsp Worcestershire sauce, 1 tbsp honey, 2 tbsp white vinegar, 1 tsp black pepper, ½ tsp onion powder, 1 tbsp garlic, minced.
2. Seal bag tightly and squeeze with hands to mix ingredients well.
3. Take one bag containing six 4-ounce chicken breasts and wrap sauce and chicken together in plastic.
4. Add take-home instructions.

### Spicy Tilapia with Pineapple and Red Pepper Salsa

1. Measure in to a gallon-size plastic bag the salsa toppings: 2 cups crushed pineapple, ½ cup diced tomatoes, 3 tbsp vinegar, ½ cup bell pepper, 1 tsp chili powder. Seal bag and set aside.
2. Mix ½ tsp ground red pepper with 1 tsp basil in a small bowl.
3. Take one bag containing 6 tilapia fillets. Pour 2 tbsp of vegetable oil in to bag and coat fish.
4. Sprinkle red pepper/basil into bag and cover fish evenly.
5. Wrap all ingredients together in a plastic wrap. Add take-home instructions.

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## Take-Home Instructions for Participants – Fall Menu

Staff: Print instructions as shown, laminate, and cut into separate squares.

### Easy Chicken Stir-Fry

Instructions:

1. Thaw ingredients in refrigerator for at least 12 hours.
2. Heat 1 tbsp vegetable oil in a skillet. Add chicken pieces in to the pan. Cook chicken for 7 minutes or until there is no pink inside.
3. Add thawed vegetable/sauce mix to skillet.
4. Bring mixture to a boil. Simmer for about 15 minutes. Serve over rice (see recipe for directions). Enjoy!

### Spinach Lasagna

Instructions:

1. Take pre-made pan of lasagna out of freezer and place in the refrigerator for at least 12 hours.
2. Preheat oven to 360 degrees F.
3. Remove plastic wrap from lasagna. Cover with aluminum foil.
4. Place covered lasagna in oven for 55 minutes. Remove foil and bake for 15 more minutes.
5. Cool for 10 minutes before serving. Enjoy!

### Scrumptious Meat Loaf

Instructions:

1. Thaw meat loaf in refrigerator for at least 12 hours.
2. Preheat oven at 350 degrees F.
3. Place meat loaf in glass baking dish or pan.
4. Cover dish/pan with aluminum foil.
5. Bake for 50 minutes
6. Uncover and bake for another 12 minutes. Enjoy!

### Sweet Southern BBQ Chicken

Instructions:

1. Thaw chicken and BBQ sauce in refrigerator for at least 12 hours.
2. Place chicken on a baking sheet lined with aluminum foil.
3. Brush chicken with ½ of sauce and bake for 20 minutes in oven at 350 degrees F.
4. Remove chicken from oven and brush with remaining sauce.
5. Cover with aluminum foil and bake at 350 degrees F for 30 minutes. Enjoy!

### Spicy Tilapia with Pineapple and Red Pepper

Instructions:

1. Thaw tilapia and topping in refrigerator for at least 12 hours.
2. Turn stove to medium heat and spray skillet with non-stick cooking spray.
3. Add fish to pan and cook for 2 minutes on each side, or until fish falls apart when you poke with a fork.
4. Refrigerate salsa topping until you are ready to use it. Top fish with a spoonful of salsa. Enjoy!

### Instant Brown Rice

Instructions:

1. Pour rice from bag in medium boiling pot. Add 6 cups of water to pot.
2. Bring rice to a boil and then put heat on low.
3. Cover pot and simmer for 15 minutes or until all the water has been soaked up. Do not stir rice while cooking. Enjoy!



# **Appendix C**

## **Winter Session**





# Simple Chicken Soup

## Ingredients

- 2 tablespoons butter
- ½ cup chopped onion
- ½ cup chopped celery
- 1 (49-oz) can chicken broth, low sodium
- 2 10-oz cans cooked chicken breast, low sodium
- 2 cups egg noodles
- 2 cups frozen mixed vegetables (carrots/peas/green beans)
- ½ teaspoon dried basil
- ½ teaspoon dried oregano
- 1 teaspoon pepper

## Directions

1. In a medium pot, pour 4 cups of water and bring to a boil. Add 1½ cups uncooked egg noodles to water and cook about 10 minutes until pasta is tender. Drain pasta.
2. In a large pot over medium heat, melt butter. Cook onion and celery in butter until just tender, about 5 minutes. Pour in chicken broth and stir in chicken, noodles, mixed vegetables, basil, oregano, salt, and pepper. Bring to a boil, then reduce heat and simmer 20 minutes before serving.

## Nutrition Information

Serving size..... 1 cup  
 Servings per recipe .....6

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### Amount per serving

**Calories** ..... 115  
**Total fat** .....2.9 g  
     Saturated fat..... 1.4 g  
**Sodium** ..... 620 mg







## Hearty Vegetarian Chili

### Ingredients

- 2 tablespoons vegetable oil
- 1 teaspoon ground cumin
- 1 tablespoon dried oregano
- 1 cup chopped green bell pepper
- 1 cup diced onion
- 2 tablespoons minced garlic
- 2 15-oz cans whole peeled tomatoes, crushed, no added salt
- 1 5-oz can kidney beans, reduced sodium, drained
- 1 15-oz can garbanzo beans, reduced sodium, drained
- 1 15-oz can black beans, reduced sodium, drained
- 1 15-oz can whole kernel sweet corn, un-drained
- 2 tablespoons chili powder
- 1 teaspoon ground black pepper
- 2 tablespoons lime juice
- 2 cups vegetable stock or water

### Directions

1. Heat the vegetable oil in a large pot over medium heat. Stir in the green bell peppers, onion, cumin, oregano, garlic, and salt. Cook and stir until green pepper is soft. Reduce heat to low, cover pot, and simmer 5 minutes.
2. Mix the tomatoes in to the pot and season with chili powder, lime juice, and black pepper. Stir in the kidney beans, garbanzo beans, and black beans. Add the vegetable stock. Bring to a boil, reduce heat to low, and simmer 45 minutes.
3. Stir in the corn, and continue cooking 5 minutes before serving.

### Nutrition Information

Serving size..... 1 cup  
 Servings per recipe ..... 6

#### Amount per serving

**Calories** .....272  
**Total Fat** .....4.1 g  
     Saturated fat .....0.5 g  
**Sodium** .....210 mg





## Easy Turkey Meatballs

### Ingredients

- 1 egg, beaten
- 1 teaspoon Worcestershire sauce
- 1 tablespoon dried onion flakes
- ¼ teaspoon garlic powder or to taste
- ¼ teaspoon salt
- ½ teaspoon ground black pepper
- 1 pound ground turkey
- ½ cup Italian seasoned bread crumbs

### *To make into a meal at home:*

- 1 jar spaghetti sauce
- 1 pound of pasta of your choice, uncooked

### Directions

1. In a large bowl, combine eggs and Worcestershire sauce. Add onion flakes, garlic powder, salt and pepper. Mix in ground turkey and bread crumbs. Shape in to meatballs and set aside.
2. Preheat oven to 350 degrees F. Spread 2 tablespoons of vegetable oil on a large baking sheet. Place meatballs 2 inches apart on baking sheet. Bake in oven for about 30 minutes, until the inside is no longer pink.
3. Heat a large skillet over medium heat. Add one jar of spaghetti sauce to skillet. Add cooked meatballs into sauce. Simmer for about 20 minutes.
4. Heat 6-8 cups of water in a large pot. Turn stove to high heat. Bring water to a boil. Add pasta to boiling water and cook for 10 minutes, or until tender. Drain pasta. Add spaghetti sauce and cooked meatballs.

### Nutrition Information

Serving size... 3 2" meatballs  
 Servings per recipe ..... 6

### Amount per serving

**Calories** ..... 109  
**Total fat** ..... 4.1g  
     Saturated fat ..... 1.2 g  
**Sodium** ..... 168 mg





## Creamy Tuna Casserole

### Ingredients

- 1 8-oz package egg noodles
- 2 12-oz cans of tuna, un-drained
- 2 10.75-oz cans condensed cream of mushroom soup, low sodium
- ½ cup canned peas, no added salt, drained
- 1 cup frozen or fresh diced carrots
- 1 tbsp onion flakes
- ½ cup low-fat milk
- 1 teaspoon black pepper
- ½ cup dry bread crumbs

### Directions

1. Preheat oven to 350 degrees F. Fill a large pot with water and bring to a rolling boil over high heat. Once the water is boiling, stir in the egg noodles and return to a boil. Cook the pasta uncovered, stirring occasionally, until the pasta has cooked through but is still firm to the bite, about 5 minutes. Drain well.
2. While the pasta is cooking, stir the condensed soup, peas, carrots, onion flakes, milk, and black pepper in a bowl until evenly mixed. Gently stir in the cooked pasta, and then pour the mixture into a 9" x 13" baking dish. Sprinkle evenly with dry bread crumbs.
3. Bake in the preheated oven about 30 minutes, until the casserole is bubbling and the bread crumbs are golden brown.

### Nutrition Information

Serving size..... 1 cup  
 Servings per recipe ..... 6

#### Amount per serving

**Calories** ..... 371  
**Total fat** ..... 9.0 g  
     Saturated fat ..... 2.1 g  
**Sodium** ..... 810 mg





## Savory Tofu Stir-Fry

### Ingredients

- 1 tablespoon canola oil
- 2 tablespoons minced garlic (or 2 cloves)
- 3 cups frozen stir-fry vegetables
- ½ cup vegetable stock
- 3 tablespoons soy sauce, low sodium
- 2 teaspoons cornstarch
- 1 teaspoon curry powder
- ½ teaspoon ground ginger
- 1 pound extra firm tofu, diced
- 2 tablespoons cashew pieces

### Directions

1. Heat canola oil in a large skillet over high heat. Stir in garlic and cook for a few seconds until it begins to brown. Add the frozen stir-fry vegetables and cook until they begin to soften, about 5 minutes.
2. Stir together the soy sauce, vegetable broth, cornstarch, curry powder, and ginger until dissolved. Pour the sauce in to the large skillet and bring to a boil. Stir in the tofu and cook until hot, about 1 minute. Garnish with cashew pieces to serve.

### Nutrition Information

Serving size..... 1½ cups  
Servings per recipe ..... 6

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#### Amount per serving

**Calories** .....160  
**Total fat** .....8.5 g  
    Saturated fat .....1.1 g  
**Sodium** .....467 mg





## Winter Menu Shopping List for 10 Participants

### Meals:

- Simple Chicken Soup
- Hearty Vegetarian Chili
- Easy Turkey Meatballs
- Creamy Tuna Casserole
- Savory Tofu Stir-Fry

### *Non-perishables/Condiments*

- Canola oil – 1 jug
- Vegetable oil – 1 jug
- Butter – 1 (12-ounce) package
- Garlic, minced – 1 (32-ounce) jar
- Chicken broth – 10 (49-ounce) cans, low sodium
- Soy sauce – 1 (12-ounce) bottle, low sodium
- Worcestershire sauce – 1 (12-ounce) bottle
- Cornstarch – 1 container
- Cashews – 1 large container
- Egg noodles (for tuna casserole) – 24 ounces, uncooked
- Egg noodles (for chicken soup) – 24 ounces, uncooked
- Tuna, canned – 20 (12-ounce) cans
- Bread crumbs, regular – 7 cups
- Bread crumbs, Italian – 7 cups
- Black pepper – 3 (4-ounce) containers
- Onion flakes, dried – 2 (4-ounce) containers
- Garlic powder – 1 (3-ounce) container
- Cumin, ground – 1 (2-ounce) container
- Oregano, dried – 2 (4-ounce) containers
- Basil, dried – 1 (3-ounce) container
- Ginger, dried - 1 (2-ounce) container
- Curry powder- 1 (3-ounce) container
- Chili powder – 1 (6-ounce) container
- Whole, peeled tomatoes, crushed, canned, no added salt – 20 (15-ounce) cans
- Kidney beans, canned, reduced sodium – 10 (15-ounce) cans
- Garbanzo beans, canned, reduced sodium – 10 (15-ounce) cans
- Black beans, canned, reduced sodium – 10 (15-ounce) cans
- Corn, canned, whole kernel, sweet – 10 (15-ounce) cans

*Continued*

Winter Menu Shopping List, *continued*

- Peas, canned, no added salt – 5 (8-ounce) cans
- Cream of mushroom soup, condensed – 20 (10.75-ounce) cans or 10 (26-ounce) cans
- Lime juice – 12 ounces
- Vegetable stock, low sodium – 22 cups (350 ounces)

*Produce/Perishables*

- Carrots, diced, frozen – 12 cups
- Onions, whole – 15
- Stir-fry vegetables, frozen – 32 cups
- Green bell pepper – 7 whole
- Celery – 2 bunches
- Mixed vegetables, frozen – 22 cups

*Meat/Dairy*

- Low-fat milk – 10 cups
- Turkey, ground – 10 pounds
- Tofu, extra firm – 6 pounds
- Eggs – 1 dozen
- Chicken breast, canned – 20 (10-ounce) cans

*Packaging/Non-food items*

- 1 large role of plastic wrap
- 150 gallon-size sealable freezer bags
- 10 aluminum casserole pans (9"x13")
- 1 large roll of aluminum foil
- 6 rolls of paper towels
- 100 pair of disposable kitchen gloves

*Notes:*



## Day of Session To-Do List – Winter Menu

- Dice 11 onions and portion in to 2 medium containers, refrigerate
- Dice 7 cups celery and place in to a medium container, refrigerate
- Dice 8 green bell peppers, place in a medium container, refrigerate
- Separate ground turkey in to one-pound servings
- Dice tofu in to cubes and place into bags in one-pound portions
- Boil 25 cups uncooked pasta and separate into two large pans
- Crush cashews and bag in to 10 portions
- Post station directions
- Put out handouts, recipes, evaluations, and sign-in sheets

**Station Preparation Instructions for Staff for Simple Chicken Soup**

Check off	Ingredient	Amount needed for station	Table instruction	Measuring utensil for ingredient
	Onions	7 cups	Dice onions. Measure out 7 cups and place in medium container. Set on table.	½ cup
	Celery	7 cups	Dice celery. Measure out 7 cups. Place in container. Set on table.	½ cup
	Chicken broth	10 cans (49-oz each)	Place cans on table. Open as participants use.	1 cup
	Chicken	20 cans (10-oz each)	Place cans on table. Open as participants use.	1 cup
	Mixed vegetables	25 cups	Measure out 25 cups. Place in two large containers. Set on table.	2 cup
	Egg noodles	20 cups, dry	Place cooked egg noodles in pan at station.	1 cup
	Basil, dried	5 tsps	Keep in original container. Set on table.	½ tsp
	Oregano, dried	5 tsps	Keep in original container. Set on table.	½ tsp
	Salt	10 tsps	Keep in original container. Set on table.	1 tsp
	Black pepper	10 tsps	Keep in original container. Set on table.	1 tsp

Additional items needed for station:

- 10 medium freezer bags
- 20 gallon-size freezer bags
- 1 roll of paper towels
- 10 pair of disposable gloves



**Station Preparation Instructions for Staff for Hearty Vegetarian Chili**

Check off	Ingredient	Amount needed for station	Table instruction	Measuring utensil for ingredient
	Tomatoes: whole, peeled	20 cans (or 40 cups)	Open as participants use.	n/a
	Kidney beans	10 cans (15-oz each)	Open as participants use.	n/a
	Garbanzo beans	10 cans (15-oz each)	Open as participants use.	n/a
	Black beans	10 cans (15-oz each)	Open as participants use.	n/a
	Sweet corn	10 cans (15-oz each)	Open as participants use.	n/a
	Chili powder	20 tbsps	Set original container on table.	tbsp
	Black peppers	10 tsps	Set original container on table.	tsp
	Green bell peppers	12 cups	Chop bell peppers. Measure out 12 cups. Place in a container. Set on table.	1 cup
	Cumin	10 tsps	Set original container on table.	tsp
	Oregano	10 tbsps	Set original container on table.	tbsp
	Garlic, minced	1 cup	Set original container on table.	tbsp
	Onions	12 cups	Dice. Measure 12 cups. Place in container. Set on table.	1 cup
	Lime juice	20 tbsps	Set original container on table.	tbsp
	Vegetable stock	22 cups	Set original containers on table.	1 cup

Additional items needed for station:

- 20 gallon-size bags
- 10 quart-size bags
- 1 roll of paper towels
- 10 pair of disposable gloves

**Station Preparation Instructions for Staff for Easy Turkey Meatballs**

Check off	Ingredient	Amount needed for station	Table instruction	Measuring utensil for ingredient
	Eggs	10 eggs	Keep in carton and keep refrigerated until session begins.	n/a
	Worcestershire sauce	10 tsps	Set original bottle on table.	tsp
	Dried onion flakes	10 tbsps	Place container on table. Open as participants use.	tbsp
	Salt	2.5 tsps	Set original container on table.	¼ tsp
	Garlic powder	2.5 tsps	Open as participants use.	¼ tsp
	Ground black pepper	5 tsps	Set original container on table.	½ tsp
	Italian bread crumbs	7 cups	Measure bread crumbs. Keep in original containers if possible	½ cup
	Turkey, ground	10 lbs	Place ground turkey in 10 bags. Keep refrigerated until session begins.	n/a

Additional items needed for station:

- 10 gallon-size freezer bags
- 1 roll of paper towels
- 10 pair of disposable gloves
- 2 large mixing bowls

**Station Preparation Instructions for Staff for Creamy Tuna Casserole**

Check off	Ingredient	Amount needed for station	Table instruction	Measuring utensil for ingredient
	Tuna, canned	20 cans (12-oz each)	Keep in original containers and open as participants use.	n/a
	Cream of mushroom soup, condensed	20 cans (10.75-oz each)	Keep in original containers and open as participants use.	n/a
	Sweet Peas	4 cans	Place in a container. Set on table.	½ cup
	Carrots, frozen	12 cups	Measure. Place in a container. Set on table.	1 cup
	Dried onion flakes	10 tbsps	Open as participants use.	tbsp
	Milk	½ gallon	Keep in original container and refrigerate until session begins.	½ cup
	Black pepper	10 tsps	Set original container on table.	tsp
	Egg noodles	10 8-oz packages (or 22 cups)	Put cooked noodles in container. Set on table.	2 cup
	Bread crumbs	5 cups	Set original container on table.	½ cup

Additional items needed for station:

- 10 aluminum pans
- 1 roll of aluminum foil
- 1 roll of paper towels
- 10 pair of disposable gloves

**Station Preparation Instructions for Staff for Savory Tofu Stir-Fry**

Check off	Ingredient	Amount needed for station	Table instruction	Measuring utensil for ingredient
	Garlic	20 cloves (1 cup)	Dice garlic. Place in a small container. Set on table.	tbsp
	Stir-fry vegetables	30 cups	Cook vegetables. Put in container. Set on table.	1 cup
	Vegetable broth	5 cups	Place original container on table.	½ cup
	Soy sauce	30 tsps	Place original container on table.	tbsp
	Ground ginger	5 tsps	Place original container on table.	½ tsp
	Curry powder	10 tsps	Place original container on table.	tsp
	Corn starch	20 tsps	Place original container on table.	tsp
	Cashews, pieces	2 tsps (6.76oz)	Place bag of cashew pieces on table.	tbsp
	Tofu, cubed	10 bags (1 lb each)	Keep in original containers and refrigerate until session begins.	n/a

Additional items needed for station:

- 10 gallon-size bags
- 1 roll of paper towels
- 10 pair of disposable gloves

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## Station Directions for Participants - Winter Menu

### Simple Chicken Soup

1. Measure ½ cup onion and ½ cup celery and place in a medium plastic bag.
2. Take 2 gallon bags; put one bag inside the other and measure in 1 (49-oz) can of chicken broth, 2 cans chopped chicken (drained), 2 cups noodles, 2 cups mixed vegetables, ½ tsp basil, ½ tsp oregano, and 1 tsp black pepper.
3. Take bags to wrapping station; wrap. Add take-home instructions.

### Hearty Vegetarian Chili

1. Take 2 gallon bags and place one inside the other. Measure in: 2 cans diced tomatoes (undrained), 1 can kidney beans (drained), 1 can garbanzo beans (drained), 1 can black beans (drained), 1 can sweet corn (drained), 2 tbsps chili powder, 1 tsp black pepper, 2 tbsps lime juice, and 2 cups vegetable stock.
2. Take another gallon bag. Measure in: 1 cup chopped green bell pepper, 1 cup diced onion, 1 tsp cumin, 1 tbsp oregano, 2 tbsps minced garlic.
3. Take bags to wrapping station; wrap. Add take-home instructions.

### Easy Turkey Meatballs

1. Take a large bowl, add 1 egg and whisk until beaten.
2. Add to bowl: 1 tsp Worcestershire sauce, 1 tbsp dried onion flakes, ¼ tsp garlic powder, ½ tsp ground black pepper, and ½ cup bread crumbs.
3. Add 1 lb ground turkey; mix all ingredients well.
4. Form into meatballs about the size of a golf ball; place in a gallon bag; take to wrapping station; wrap. Add take-home instructions.

### Creamy Tuna Casserole

1. Take 1 casserole pan and add in: 2 cans tuna (undrained), 1 can cream of mushroom soup, ½ cup peas, 1 cup carrots, 1 tbsp onion flakes, ½ cup low-fat milk, and 1 tsp pepper.
2. Mix ingredients well with a spoon then add 2 cups of cooked noodles, mixing well.
3. Sprinkle ½ cup dry bread crumbs over mixture and cover with aluminum foil.
4. Take to wrapping station; wrap. Add take-home instructions.

### Savory Tofu Stir-Fry

1. Take 1 gallon plastic bag and measure in: 2 tbsps garlic, 3 cups frozen vegetables, ½ cup chicken broth, 3 tbsps soy sauce, 2 tps cornstarch, 1 tsp curry powder, and ½ tsp ground ginger.
2. Seal bag mixing ingredients in bag with hands. Be sure cornstarch dissolves.
3. Take 1 bag of tofu and 1 bag of crushed cashews; take items to wrapping station; wrap. Add take-home instructions.

## Take-Home Instructions for Participants – Winter Menu

Staff: Print instructions as shown, laminate, and cut in to separate squares.

### Simple Chicken Soup

Instructions:

1. Thaw ingredients in refrigerator for 12-24 hours.
2. Take a large pot and turn stove on medium heat. Add 2 tbsp butter and melt.
3. Add bag of celery and onion to pot and cook until tender, about 5 minutes.
4. Add bag with the rest of the ingredients. Turn heat to high and bring pot to a boil. Reduce heat to medium and simmer for 20 minutes. Enjoy!

### Hearty Vegetarian Chili

Instructions:

1. Thaw ingredients in refrigerator for 12-24 hours.
2. Take a large pot and turn stove on medium heat. Add 1 tbsp vegetable oil.
3. Add in to pot the bag with green pepper/onion mix. Cook and stir until green pepper is soft. Cover pot and simmer for 5 minutes.
4. Add second bag of beans to pot. Bring to a boil, turn down heat to medium and simmer for 30 minutes. Enjoy!

### Easy Turkey Meatballs

Instructions:

1. Thaw meatballs in refrigerator for 12 hours.
2. Preheat oven at 350 degrees F. Spread 2 tbsp vegetable oil on to a large pan.
3. Place meatballs on pan and bake for 30 minutes or until the center is no longer pink.
4. Cook 1 box pasta according to directions. Add meatballs to spaghetti sauce. Add sauce to pasta after draining. Enjoy!

### Creamy Tuna Casserole

Instructions:

1. Thaw casserole for 12 hours in refrigerator.
2. Preheat oven to 350 degrees F.
3. Place aluminum pan into oven, with aluminum foil covering it.
4. Bake for about 30 minutes until the casserole is bubbling and the bread crumbs are golden brown. Enjoy!

### Savory Tofu Stir-Fry

Instructions:

1. Thaw ingredients in refrigerator for 12-24 hours.
2. Heat 1 tbsp canola oil in a large skillet. Add bag with vegetable mixture.
3. Turn heat to high and bring to a boil. Turn heat down to medium, simmer for 10 minutes or until sauce thickens.
4. Stir in tofu cubes and cook 2 more minutes.
5. Sprinkle cashew pieces on top. Enjoy!

*Extra tasty step: Sauté tofu cubes with canola oil in a separate pan before adding to sauce.*

### How to cook pasta

Instructions:

1. Fill a large pot about ½ full of water.
2. Cover pot and bring water to a boil.
3. Add your pasta to the pot. Cook for 10 minutes or until pasta is soft.

To test the pasta, fork out one piece and run under cold water. Taste. Pasta should be soft and a little chewy.



# Appendix D

## Spring Session





## Spicy Chicken Salad

### Ingredients

- ½ cup reduced-fat mayonnaise
- 1 tablespoon lemon juice
- ¼ teaspoon ground black pepper
- 2 cups chopped, cooked chicken meat (2 10-oz cans or fresh)
- ½ cup chopped almonds or walnuts
- 1 stalk celery, chopped (1 cup)
- 1 cup grapes, quartered

#### *Optional ingredients:*

- 1 teaspoon hot sauce

#### *Additional ingredients to add at home:*

- ½ cup of raisins or dried cherries
- 1 handful of basil, fresh, chopped

### Directions

In a medium bowl, mix together mayonnaise, lemon juice, and black pepper. Toss with chicken, nuts, celery, and grapes. Drizzle hot sauce into bowl, if desired, and mix well.

### Nutrition Information

Serving size..... 1 cup  
 Servings per recipe ..... 6

#### Amount per serving

**Calories** ..... 248  
**Total fat** ..... 15.0 g  
     Saturated fat ..... 2.7 g  
**Sodium** ..... 352 mg







## Turkey Burgers

### Ingredients

1 pound of ground turkey  
1 cup bread crumbs  
1 egg  
¼ cup chopped green onions  
1 tablespoon mustard  
1 teaspoon black pepper

### Directions

1. Mix ground turkey, bread crumbs, egg, onions, mustard, and pepper in large bowl. Shape in to 6 patties, about 1/2-inch thick.
2. Melt margarine in large skillet over low heat. Add patties and cook, turning once to brown other side. Cook until golden brown outside and white inside, about 10 minutes. Remove from skillet and place on to plate.
3. Serve on buns. Add lettuce, tomato, low-fat cheese, and ketchup if desired.

### Nutrition Information

Serving size..... 2.5-oz patty  
Servings per recipe ..... 6

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#### Amount per serving

**Calories** ..... 305  
**Total fat** ..... 18.0 g  
    Saturated fat ..... 5.0 g  
**Sodium** ..... 360 mg



## Southwestern Pasta Salad

### Ingredients

- 8 ounces rotini pasta, uncooked
- 1/3 cup vegetable oil
- 1/4 cup lime juice
- 2 tablespoons chili powder or to taste
- 2 teaspoons ground cumin
- 2 tablespoons garlic, minced
- 1 15-oz can whole kernel sweet corn, drained
- 1 15-oz can black beans, drained and rinsed
- 1 15-oz can pinto beans, drained and rinsed
- 1/2 cup diced red bell pepper
- 1/2 cup fresh cilantro leaves

### Directions

1. Bring a large pot of lightly salted water to a boil. Add pasta and cook for 8 to 10 minutes or until tender. Drain.
2. In a large bowl combine oil, lime juice, chili powder, cumin, salt and garlic. Stir in pasta and set aside to cool to room temperature, stirring occasionally.
3. Stir in corn, black beans, pinto beans, green pepper, and 1/2 of the cilantro leaves. Spoon on to a platter and garnish with remaining cilantro. Serve chilled or at room temperature.

### Nutrition Information


Serving size.....1 cup  
 Servings per recipe ..... 6

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#### Amount per serving

**Calories** .....406  
**Total fat** .....14.2 g  
     Saturated fat.....1.0 g  
**Sodium** .....550 mg





## “Fried” Chicken

### Ingredients

6 chicken pieces, drumsticks and/or thighs  
¼ cup low-fat milk  
½ cup all-purpose flour  
1 tsp paprika  
½ tsp black pepper  
1 cup ready-to-eat flake cereal, crushed  
4 tbsp vegetable oil

### Directions

1. Preheat oven to 400 degrees F.
2. Remove skin and all visible fat from chicken. Place milk in large bowl. Add chicken pieces; turn to coat.
3. Combine flour, paprika, and pepper on a plate. Lift chicken pieces from milk and save the milk. Coat chicken thoroughly with seasoned flour and place on a wire rack until all pieces have been coated. Re-dip chicken pieces into saved milk.
4. Place crushed cereal on plate. Place chicken pieces on crushed cereal. Using 2 forks turn the chicken pieces in crushed cereal to coat.
5. Place chicken on a foil-lined baking tray; drizzle oil over chicken.
6. Bake at 400 degrees F for 15 minutes. Turn chicken pieces over. Continue to bake until chicken is thoroughly cooked and crust is crisp, about 15 more minutes.

### Nutrition Information

Serving size..... 1 piece of chicken  
Servings per recipe .....6

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#### Amount per serving

**Calories** .....350  
**Total fat** .....15.0 g  
    Saturated fat .....4.0 g  
**Sodium** .....503 mg



## Savory Sausage Pizza

### Ingredients

- 1 pizza crust, frozen or pre-made fresh
- 1 (16-oz) jar pizza sauce
- 1 (8-oz) bag of shredded mozzarella cheese, part-skim
- 2 cups chopped broccoli, frozen or fresh
- ½ pound meatless sausage, crumbled
- 1 tablespoon dried basil

### Directions

1. Pre-heat oven to 450 degrees F.
2. If necessary roll out dough in to a 12-inch circle.
3. Add pizza sauce, one spoonful at a time to the top of dough, spreading the sauce with the spoon evenly on the surface.
4. Sprinkle 1 tbsp basil evenly over sauce.
5. Top the sauce with ¾ of the bag of mozzarella (about ¾ cup), spreading the cheese evenly over the surface, about 2 inches from the edges.
6. Add finely chopped broccoli to the pizza, sprinkling pieces evenly on top, staying about 2 inches from the edge.
7. Crumble ½ pound of meatless sausage in to chunks. Spread crumbles evenly on top of pizza.
8. Cover pizza with remaining ¼ bag of mozzarella cheese.
9. Bake on a large baking pan for 15-20 minutes, watching carefully to make sure the cheese in the center is melted completely and the crust is golden brown.

### Nutrition Information

Serving size..... 2” slice  
 Servings per recipe ..... 6

### Amount per serving

**Calories** .....300  
**Total fat** ..... 16.1 g  
     Saturated fat .....8.3 g  
**Sodium** .....840 mg



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## Spring Menu Shopping List for 10 Participants

### Meals:

- Spicy Chicken Salad
- Turkey Burgers
- Southwestern Pasta Salad
- “Fried” Chicken
- Savory Sausage Pizza

### Non-perishables/Condiments

- Mayonnaise, reduced fat – 8 cups (one large jar)
- Vegetable oil – 1 medium jug
- Garlic, minced – 1 (32-oz) jar
- Lemon juice – 1 bottle
- Lime juice – 1 bottle
- Flour, all-purpose – 7 cups
- Egg noodles – 18 cups, uncooked
- Chicken, canned – 20 (9-oz) cans
- Paprika – 1 (3-oz) container
- Black pepper – 3 (2-oz) containers
- Pizza sauce – 3 (64-oz) jars
- Hot sauce – 1 bottle (optional)
- Cumin, ground – 1 (3-oz) container
- Basil – 1 (4-oz) container
- Mustard – 1 (2-oz) container
- Chili powder – 1 (4-oz) container
- Almonds or walnuts – 7 cups, crushed
- Pinto beans, canned – 10 (15-oz) cans
- Black beans, canned – 10 (15-oz) cans
- Corn, canned, sweet – 10 (15-oz) cans
- Flake cereal – 15 cups
- Bread crumbs – 10 cups
- Rotini pasta – 5 (16-oz) packages

### Produce/Perishables

- Celery, fresh – two bunches
- Onions, whole – 15
- Grapes, fresh – 10 cups quartered (2 bags)
- Green onion – 1 bunch
- Celery – 1 bunch
- Red bell pepper – 5 whole
- Cilantro, fresh – 1 bunch
- Broccoli, chopped, frozen – 22 cups
- Pizza dough, pre-made – 10 portions for 12-inch pizza

### Meat/Dairy

- Low-fat milk – 7 cups (1/2 gallon)
- Turkey, ground – 10 pounds
- Meatless sausage – 5 pounds (1/2 pound/participant)
- Eggs – 1 dozen
- Chicken pieces, drumsticks/thighs – 60 pieces
- Mozzarella cheese, shredded, part-skim - 10 (8-oz) packages

### Packaging/Non-food items

- 1 large roll of plastic wrap
- 200 gallon-size sealable freezer bags
- 100 sandwich-size storage bags
- 10 aluminum round 12-inch pizza pans
- 1 large roll of aluminum foil
- 6 rolls of paper towels
- 1 box of disposable kitchen glove

Notes:



## Day of Session To-Do List – Spring Menu

- Chop 5 cups of celery. Place in a medium container; refrigerate.
- Chop 10 cups of grapes. Place in a medium container; refrigerate.
- Crush 5 cups of nuts.
- Dice 3 cups of green onion. Place in a small container; refrigerate.
- Prepare meats:
  - Portion ground turkey in to 10 1-ounce servings
  - Portion meatless sausage in to 10 ½-pound servings
  - Portion whole chicken pieces in to 10 bags, with 6 pieces per bag
- Chop 5 cups of cilantro. Place in a small container; refrigerate.
- Dice 5 cups of red bell pepper. Place in a medium container; refrigerate.
- Boil 17 cups of egg noodle pasta. Store in large container or aluminum pan.
- Crush 2 boxes of cereal flakes
- Post station directions
- Put out handouts, recipes, evaluations, and sign-in sheet

### Station Preparation Instructions for Staff for Spicy Chicken Salad

Check off	Ingredient	Amount needed for station	Table instruction	Measuring utensil for ingredient
	Mayonnaise	5 cups	Place original container on table.	½ cup
	Lemon juice	10 tbsps	Place original container on table.	tbsp
	Black pepper	2.5 tsps	Place original container on table.	tsp
	Chicken	20 cans (10-oz each)	Open as participants use.	2 cup
	Nuts, chopped (walnuts or almonds)	7 cups	Place in a container. Set on the table.	1 cup
	Celery	10 cups	Chop celery. Place in container and refrigerated until session begins.	1 cup
	Grapes	10 cups	Cut grapes in to quarters. Place in container. Refrigerate until session begins.	1 cup
	Hot sauce	10 tsps	Place original container on table.	tsp

Additional items needed for station:

- 10 gallon-size plastic bags
- 1 roll of paper towels
- 10 pair of disposable gloves

### Station Preparation Instructions for Staff for Turkey Burgers

Check off	Ingredient	Amount needed for station	Table instruction	Measuring utensil for ingredient
	Turkey, ground	10 lbs	Separate cooked turkey in to 10 containers. Keep refrigerated until session begins.	n/a
	Bread crumbs	10 cups	Place original container on table.	cup
	Eggs	10 eggs	Refrigerated carton until session begins.	n/a
	Green onion	2.5 cups	Chop onions. Put in container and refrigerated until session begins.	¼ cup
	Mustard	10 tbsps	Put original container on table.	tbsp
	Black pepper	10 tsps	Put original container on table.	tsp

Additional items needed for station:

- 50 sandwich-size plastic bags
- 10 gallon-size plastic bags
- 1 roll of paper towels
- 10 pair of disposable gloves



## Station Preparation Instructions for Staff for Southwestern Pasta Salad

Check off	Ingredient	Amount needed for station	Table instruction	Measuring utensil for ingredient
	Vegetable oil	3.3 cups	Place original container on table.	⅓ cup
	Lime juice	2.5 cups	Place original container on table.	¼ cup
	Chili powder	20 tbsps	Place original container on table.	tbsp
	Cumin, ground	20 tbsps	Place original container on table.	tsp
	Garlic, minced	1 cup	Mince garlic. Measure 1 cup. Place in container. Set on table.	tbsp
	Rotini pasta	5 packages (16-oz each)	Place cooked pasta in table. Keep refrigerated until session begins.	cup
	Sweet corn	10 cans (15-oz each)	Open as participants use.	n/a
	Black beans	10 cans (15-oz each)	Open as participants use.	n/a
	Pinto beans	10 cans (15-oz each)	Open as participants use.	n/a
	Red bell pepper	5 cups	Dice pepper. Place in container. Refrigerated until session begins.	½ cup
	Cilantro, fresh leaves	5 cups	Chop cilantro. Place in container. Refrigerated until session begins.	½ cup

Additional items needed for station:

- 10 gallon-size plastic bags
- 1 roll of paper towels
- 10 pair of disposable gloves

### Station Preparation Instructions for Staff for “Fried” Chicken

Check off	Ingredients	Amount needed for station	Table instruction	Measuring utensil for ingredient
	Flour, all-purpose	5 cups	Place original container on table.	½ cup
	Paprika	10 tsps	Place original container on table.	tsp
	Black pepper	2.5 tsps	Place original container on table.	½ tsp
	Chicken	60 pieces	Put 6 drumsticks or thighs in to each of 10 bags. Refrigerate until session begins.	n/a
	Milk, low-fat	½ gallon	Refrigerate until session begins.	½ cup
	Flake cereal	10 cups	Crush flake cereal. Place in large container. Set on table.	1 cup

Additional items needed for this station:

- 10 gallon-size plastic bags
- 1 roll of paper towels
- 10 pair of disposable gloves



### Station Preparation Instructions for Staff for Savory Sausage Pizza

Check off	Ingredient	Amount needed for station	Table instruction	Measuring utensil for ingredient
	Pizza dough, frozen or pre-made	10 pizza crusts	Keep refrigerated until session.	n/a
	Pizza sauce	2 jars (16-oz each)	Place original jar on table.	n/a
	Broccoli	22 cups	Chop. Place in a large container. Set on table.	n/a
	Sausage: meatless, crumbled	5 pounds	Divide in to 10 equal portions. Put in bag. Refrigerate until session begins.	n/a
	Mozzarella cheese	12 cups	Keep in original bags and refrigerate until session begins.	½ cup

Additional items needed for station:

- 10 round aluminum pans
- 1 roll of paper towels
- 1 roll of aluminum foil
- 10 pair of disposable gloves



## Station Directions for Participants - Spring Menu

### Spicy Chicken Salad

1. Take a large bowl and mix in: ½ cup mayonnaise, 1 tbsp lemon juice, and ¼ tsp ground black pepper. Mix ingredients well with a spoon.
2. Add 2 cups of chicken, ½ cup chopped nuts, 1 cup chopped celery, and 1 cup grapes. Toss being sure to well coat. Transfer mixture in to gallon bag.
3. Go to wrapping station, wrap. Add take-home instructions.

*For a spicy kick, drizzle in 1 tsp hot sauce or as desired.*

### Turkey Burgers

1. Take a large bowl and add in: 1 lb ground turkey, 1 cup bread crumbs, 1 egg, ½ cup chopped green onions, 1 tbsp mustard, and 1 tsp black pepper.
2. Mix ingredients well.
3. Form mixture in to 6 patties, about 6 inches wide and ½ inch thick.
4. Place patties in individual sandwich bags, place bags in gallon bag.
5. Go to wrapping station, wrap. Add take-home instructions.

### Southwestern Pasta Salad

1. In a gallon plastic bag combine: 1/3 cup vegetable oil, ¼ cup lime juice, 1 tbsp chili powder, 2 tsp ground cumin, and 2 tbsp minced garlic. Mix ingredients well with a spoon.
2. Add 3 cups pasta and mix again, coating pasta well.
3. Add in: 1 can sweet corn (drained), 1 can black beans (drained), 1 can of pinto beans (drained), ½ cup red pepper, and ½ cup fresh cilantro. Mix all ingredients well.
4. Go to wrapping station, wrap. Add take-home instructions.

### Fried Chicken

1. Take a plate and combine ½ cup flour, 1 tsp paprika, and ½ tsp of pepper.
2. Place 1 cup crushed cereal on another plate.
3. Pour ¼ cup of milk in a bowl, get a bag of chicken and dip pieces in milk, coating both sides.
4. Coat the chicken pieces in the flour mixture and then in the crushed cereal mixture.
5. Place chicken in a gallon bag. Go to the wrapping station, wrap. Add take-home instructions.

### Savory Sausage Pizza

1. On a large plastic board, roll out one piece of pizza dough into a 12-inch circle and place on aluminum tray.
2. Spread 1 ½ - 2 cups pizza sauce on pizza dough. Take ¾ cup of mozzarella cheese and cover pizza evenly. Evenly spread 2 cups of broccoli on pizza.
3. Take ½ pound of meatless sausage, crumble in pieces, and evenly spread on pizza. Evenly sprinkle ¼ cup of mozzarella cheese on top.
4. Go to wrapping station, wrap. Add take-home instructions.

## Take-Home Instructions for Participants - Spring Menu

Staff: Print instructions as shown, laminate, and cut in to separate squares.

### Spicy Chicken Salad

Instructions:

1. Remove bag from freezer and allow to thaw in refrigerator for 12-24 hours.
2. Toast multi-grain bread, add a bed of greens, and top with chicken salad. Enjoy!

### Turkey Burgers

Instructions:

1. Thaw turkey burgers in refrigerator for 12-24 hours.
2. Heat a saucepan over medium heat. Add 2 tbsp vegetable oil to pan.
3. Cook burgers in pan for about 6 minutes per side, or until burgers are no longer pink inside.
4. Use a food thermometer to ensure burgers reach an internal temperature of at least 160 degrees F.
5. Cool and enjoy on a bun with desired toppings!

### Southwestern Pasta Salad

Instructions:

1. Thaw pasta salad in refrigerator for 12-24 hours.
2. When completely thawed, toss and serve chilled as a main course. Enjoy!

### “Fried” Chicken

Instructions:

1. Remove chicken from freezer.
2. Preheat oven to 400 degrees F.
3. Spray a baking sheet with cooking spray or coat with vegetable oil.
4. Place chicken pieces on sheet.
5. Place in oven and cook for 15 minutes. Turn pieces and cook for 15 more minutes or until crispy.

### Savory Sausage Pizza

Instructions:

1. Remove pizza from freezer. If pizza is completely thawed by the time you cook it, subtract 10 minutes from cooking time.
2. Preheat oven to 450 degrees F.
3. Coat a large baking pan with vegetable oil or cooking spray.
4. Place pizza on baking pan.
5. Bake for 20 minutes. Pizza is ready when the cheese in the center is melted and the crust is golden brown. Enjoy!

# Appendix E

## Lesson Plans



## Lesson #1: Safely Cutting Fruits and Vegetables

Who	Community kitchen participants
Why	Learning techniques for safely slicing, dicing, and shredding is important in food preparation. Knowledge about safe techniques can reduce the risk of injuries from sharp edges.
Time	20 minutes
Set up	Chairs in a semi-circle for explanation. Participants will stand around kitchen counter for demonstration.
Objectives	<ol style="list-style-type: none"><li>1. Participants will be able to identify the proper tools required for cutting produce.</li><li>2. Participants will know how to safely cut large fruits and vegetables.</li><li>3. Participants will be able to demonstrate how to slice and dice a round vegetable or fruit.</li></ol>
Lesson Overview	<ol style="list-style-type: none"><li>1. Introduction</li><li>2. Demonstration</li><li>3. Questions</li><li>4. Closing/further directions</li></ol>
Materials	<ol style="list-style-type: none"><li>1. Cutting board</li><li>2. Chef's knife</li><li>3. Cabbage, whole</li><li>4. Tomato, whole'</li><li>5. Onion, whole</li></ol>
Introduction	Welcome the participants to the community kitchen session. Explain the purpose of the program. Introduce the teacher and the lesson for the day.
Demonstration	Invite the participants to join you around the kitchen counter. Show your cutting tools to the class, explaining the differences between knives for slicing/dicing produce and knives for cutting bread. Demonstrate the correct way to place fingers and hands while using a knife. Use the whole cabbage to demonstrate how to cut a large vegetable. Use the tomato to demonstrate dicing a small vegetable. Use the onion to demonstrate safely slicing a round vegetable.
Questions	Invite the group to ask questions about cutting fruits and vegetables. Address questions concerning knives.
Closing	Explain the remainder of the session. Introduce each food preparation station. Explain the station directions. Talk about using the proper measuring utensils for each food item. Ask that there be no more than two people per station at a time to allow adequate room for preparing meals. Direct questions about each station to the session helpers. Remind participants to wash hands prior to starting and to change gloves at each station.

## Lesson #2: Food Safety Guidelines

Who	Community kitchen participants
Why	Food safety rules apply to all households that deal with fresh and raw food items. When learning to cook meals, it is important to learn how to safely store foods, cook meats to the correct temperature and re-heat leftovers. This is especially relevant to the community kitchen program because participants are sent home with 5 raw entrees that they will cook on their own and possibly reheat. A number of illnesses can be caused by improperly handling and cooking food, especially meats, so it is of the utmost importance to teach basic food safety principles to participants.
Time	20 minutes
Set up	Chairs in a semi-circle for the lesson.
Objectives	<ol style="list-style-type: none"><li>1. Participants will be able to identify the safe temperatures for cooking different types of meats, and how to properly use a cooking thermometer.</li><li>2. Participants will be able to state the time/temperature danger zone (41° to 135° F), and the proper re-heating temperature for leftovers.</li><li>3. Participants will be able to identify the proper sanitation practices and utensils for chopping meat and produce.</li></ol>
Lesson Overview	<ol style="list-style-type: none"><li>1. Introduction.</li><li>2. Demonstration.</li><li>3. Questions.</li><li>4. Closing/further directions.</li></ol>
Materials	<ol style="list-style-type: none"><li>1. Home meat thermometer.</li><li>2. Handout on food safety (see Resources and Links)</li></ol>
Introduction	Welcome the participants to the community kitchen session. Explain the purpose of the program. Introduce the teacher and the lesson for the day. Offer a brief outline of the session, including the lesson and the actual food preparation.
Lesson	<p>Begin the lesson by explaining the reason for proper food storage and cooking temperatures. Include information about time/temperature abuse. State the types of meats the class will be working with for that particular day and explain the different cooking temperatures of meats.</p> <p>Explain the need for sanitation even when preparing meals at home. Speak briefly about sanitizing surfaces, utensils, and cutting boards when working with meat items. Remind participants to invest in two separate cutting boards in order to reduce the chances of cross-contamination. Point out the different temperatures for meats on a thermometer. Explain the proper way to use a thermometer.</p>
Questions	Invite the group to ask questions about food safety. Use the hand-out, address where they can find out more information about the topic.
Closing	Explain the remainder of the agenda. Introduce each food preparation station. Explain the directions for using stations. Talk about using the proper measuring utensils about each food item. Ask that there be no more than two people per station at a time to allow adequate space. Direct questions about each station to the class helpers. Remind participants to wash hands prior to starting and to change gloves at each station.



### Lesson #3: Preparing Healthy Family Meals

Who	Community kitchen participants
Why	Preparing healthy meals in little time can be achieved by families that plan in advance. Planning meals can save time and money and make for a healthier family. Some of the components of planning meals ahead of time include having a shopping list of ingredients, having a few simple recipes to follow, creating a food budget, and following a plan.
Time	20 minutes
Set up	Chairs in a semi-circle for the lesson.
Objectives	<ol style="list-style-type: none"> <li>1. Participants will be able to identify the positives of meal planning.</li> <li>2. Participants will be able to name three tips for preparing quick meals at home.</li> <li>3. Participants will be able to identify four tips for saving time when preparing meals.</li> </ol>
Lesson Overview	<ol style="list-style-type: none"> <li>1. Introduction</li> <li>2. Demonstration</li> <li>3. Questions</li> <li>4. Closing/further directions</li> </ol>
Materials	<ol style="list-style-type: none"> <li>1. Handout: Stocking your Kitchen for Fast, Healthy Meals</li> <li>2. See Resources and Links for Recipes and Tips for Healthy, Thrifty Meals</li> <li>3. Dry-erase board or chalk board.</li> </ol>
Introduction	Welcome the participants to the community kitchen session. Explain the purpose of the program. Introduce the teacher and the lesson for the day. Offer a brief outline of the session, including the lesson and the actual food preparation.
Lesson	<p>Begin the discussion by asking participants: “How can you prepare fast, healthy, nutritious meals at home on busy days?” Write their answers on the board and discuss each one. Some possible answers are:</p> <ul style="list-style-type: none"> <li>• Having the right ingredients on hand</li> <li>• Using no-cook meal options: salads with canned fish, chicken, or beans, and cold sandwiches can be made easily</li> <li>• Using cooking methods that are faster than others such as broiling, steaming, pan searing, and stir-frying</li> <li>• Cooking when you have free time, like on the weekend, and freezing for the following week</li> <li>• Doing some tasks ahead of time such as chopping or peeling vegetables</li> </ul> <p>The second part of the lesson includes listing items that are helpful to have on hand. Note that a comprehensive list will be given to the participants. Tips for stocking your kitchen include:</p> <ul style="list-style-type: none"> <li>• Purchasing meats and other refrigerated items when they are on sale and freezing them for later use</li> <li>• Buying frozen beans and vegetables that are ready to eat once defrosted</li> <li>• Keeping sliced, lean meats in the refrigerator</li> <li>• Keeping pre-washed, pre-cut vegetables such as carrots, celery, and sugar snap peas in the refrigerator</li> <li>• Purchasing low-fat milk, cheese, and yogurt for a quick snack</li> <li>• Purchasing cereal, dry milk, canned vegetables (reduced sodium), pancake mix, canned fish (in water), peanut butter, dry whole-grain pasta, and rice for the pantry</li> </ul>
Questions	Invite the group to ask questions at this time. Refer participants to their handouts for further information. Recommend that they post the handout on their refrigerator.
Closing	Explain the remainder of the agenda. Introduce each food preparation station. Explain the directions for using stations. Talk about using the proper measuring utensils for each food item. Ask that there be no more than two people per station at a time to allow adequate space. Direct questions about each station to class helpers. Remind participants to wash their hands prior to starting and to change gloves at each station.

# Appendix F

## Additional Materials

# Community Kitchen



**Five  
Entrées for  
\$25.00**

The Community Kitchen, brought to you by the \_\_\_\_\_, offers you the opportunity to **assemble** healthy and nutritious meals to take home. **The benefits include:**

1. Having fun trying something new and exciting!
2. Learning to make healthy meals on a budget.
3. Saving money and leaving with 5 **ready-to-cook** entrees that **feed 5 to 6 adults**.

**Where:**

**How to register:** (Include a contact phone number and email address for questions)

**Cost:** \$25

(Cash only, no checks please)

There are only 10 spots per session. Sign up as soon as possible! Classes will be held on the following days from **6 pm to 8 pm**:

## Registration Form

NAME: \_\_\_\_\_

DATE: \_\_\_\_\_

PHONE #: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ ZIP: \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

SESSION DATE: \_\_\_\_\_

Per session/payment due: \_\_\_\_\_

Paid



## Community Kitchen Equipment

Item	Amount
Cutting board	2
Tablespoon	10
Teaspoon	12
½ Teaspoon	6
¼ Teaspoon	5
Measuring cup	8
Tongs	2
Can opener	4
Spatula	4
Butter knife	5
Chef's knife	2
Paring knife	5
Pastry brush	2
Oven mitts	2
8-quart boiling pot	2
Large container, w/lid	10
Large mixing bowl	10
Small container, w/lid	15
Meat thermometer	1
Loaf pan	10
Food processor	1
Scissors	2
Package tape	2 rolls
Pasta strainer	2
Large drink pitcher	2

Item	Amount
Grater	1
Rolling pin	2
Vegetable peeler	4
Whisk	2
Ladle	3
Potato masher	2
Reusable apron	13
Food scale (weight)	1
Storage cabinet	1

## Cleaning Supplies

Item	Amount
Hand soap	4 bottles
Dish detergent	As needed
Bleach	As needed
Dish sponge	5
Pot scrubber	5
Broom	1
Floor mop	1
Bucket	1
Dishcloth	5
Heavy duty gloves	2 pair
Multi-purpose cleaning spray	As needed

## Stocking Your Kitchen for Fast, Healthy Meals

Stock your pantry, refrigerator, and freezer. Purchase healthy foods you can make and serve in a hurry. Look for items on sale and stock up. Pay attention to expiration dates on perishable items such as lunch meats and dairy products. Listed below are a few suggestions. Can you think of others?

### Pantry

- Canned vegetables and beans – no salt or fat added
- Pasta (choose some whole-grain ones)
- Pasta sauce – tomato-based
- Cereal – low sugar, high fiber
- Pancake mix
- Brown or whole grain rice
- Canned soups and broths (vegetable, chicken or beef) – low fat, reduced sodium
- Canned salmon or tuna fish, packed in water, not oil
- Canned fruits – packed in fruit juice
- Peanut butter – natural

### Refrigerator

- Prewashed and cut vegetables – carrot and celery sticks
- Salad – romaine, field greens
- Baby carrots
- Low- or reduced fat dairy products (cheese, milk, sour cream, yogurt, etc.)
- Salad dressing-low sodium, reduced fat
- Eggs
- Regular or lactose-free 1% or skim milk
- Low-fat sliced turkey, roast beef or ham

### Freezer

- Purchase lean beef on sale and freeze for later use
- Purchase lean poultry on sale and freeze for later use (white meat, boneless, skinless pieces are healthiest)
- Frozen beans or vegetables – no salt or fat added
- Fruits – no added sugar
- Fish filets – not breaded, no sauce or added seasonings
- Whole grain bread and hamburger buns



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