

### Appendix 3: Community Kitchen Guidelines

**1. Costs:**

- Membership Fee – There is an annual membership fee of \$15.00 per family.
- Food – At each planning session, participants will be required to pay the cost of their portion of the food cooked at the cooking session. **NO EXCEPTIONS**
- NSF Cheques – There is \$35.00 service charge for any NSF cheques received. If a second cheque is received the participant must deal with cash only.

**2. Group Dynamics:** The Community Kitchen is made up of people from all walks of life. It is this combination of individuals that make your kitchen group unique. Please remember to always welcome newcomers into your group.

**3. Planning Sessions:** You must attend the planning session in order to participate in that week's cooking session. Exemption from attendance at the Planning Meetings on a regular basis will not be permitted. Please phone your coordinator if you are unable to participate in any given week **due to sickness or work schedule conflicts**. If you are unable to attend the planning session, but would still like to cook that week, you may submit recipes to the coordinator for group approval; however you will be required to go along with the group's menu decisions. It would be your responsibility to get the money to the coordinator prior to the planning meeting. If all the monies are not at the kitchen when the food is dropped off, the onus is on the kitchen coordinator, or a representative from the kitchen, to deliver the monies to the warehouse by Friday before noon. All food orders **MUST** be legible and clearly written and faxed to the office by **10:00 am** the Tuesday prior to your cooking date.

**4. Budgeting:** Please remember that the Community Kitchen is based on cost-effective meal planning. The cost should not exceed \$35.00 for 15 meals, the average being \$25.00 per person. If the cost is higher, there must be a group acceptance or the plan must be re-worked. The purpose of the Community Kitchen Program is essentially to ensure that prepared meals are cost effective, nutritional (not gourmet) and down-home style.

**5. Cooking Session:** Each person must cook at the cooking sessions, be on time and must stay for the entire duration of the cook, including clean-up. Chores are to be equally divided. The maximum amount of time between scheduled cooks is 4 weeks, with the exception of July and August. Cell phones should be turned off unless needed for work or emergency purpose only.

**6. Clean-up:**

- There are **NO** exceptions to staying for the entire cleanup.
- You are expected to leave the kitchen as clean as, or cleaner than you found it.
- The coordinator will do a final check, and after their "OK", members will be allowed to leave.

**7. Punctuality – BE ON TIME!** It is not fair to other kitchen members when you show up late for a cook. Please show your respect and commitment to the group by being on

time. Continual tardiness may result in the termination on your privilege to participate in a community kitchen.

8. **Emergency Situations:** In the event of a medical emergency, it will be at the discretion of the coordinator to call 911.
9. **Lunch Breaks:** Members are expected to bring their own bagged lunches. There will be one 15-minute break during your cooking session to eat lunch.
10. **No Smoking:** No Smoking will be permitted in the premises or outside the facility.
11. **Alcohol/Substance Use:** Anyone under the influence of alcohol or substances will be sent home. All monies paid in advance will be forfeited.
12. **Kitchen Coordinator:** Telephone calls from Coordinators to participants, and vice versa, must be returned **promptly**. It is vital that good communication skills be observed.
13. **Children:** For everyone's safety, children are not permitted to attend the planning or cooking sessions. The only exception will be made for breastfeeding mothers who will be excused on occasion to nurse their babies. Teenagers (14+ years) of participants are invited and encouraged to attend at any time.
14. **Dress Code:**
  - Aprons and clean clothes are a must at all cooking sessions.
  - Hair must be in a hairnet when preparing meals and through the clean up period.
  - Gloves – the wearing of gloves is to be put to a vote among the kitchen members, and each member will adhere to the majority decision.
  - **No bare feet or sandals; shoes are mandatory.**
  - No sleeveless tops.
  - Hands must be washed upon arrival and throughout the cooking session.
15. **Kitchen Conduct:**
  - All members must participate to the best of their ability and follow instructions given by the kitchen coordinator.
  - Stay in the designated cooking area; do not wander into other areas of the building.
  - No swearing permitted.
  - Respect the premises as your own home.
  - Politeness to all members of the program is essential. Remember to speak encouraging remarks to your fellow members. **No put-downs!**