



Starting a Community Kitchen



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Community Food Mentors help increase food knowledge, skills and strengths through their involvement in community food actions like these ones. To learn more about the CFM Program, visit cfmprogram.ca.

Starting a Community Kitchen is one in a series of toolkits intended to help you get started with community-level food actions. This toolkit was adapted by [Food For All NB](#) and the Healthy Eating & Physical Activity Coalition of New Brunswick (HEPAC). It is based on best practices research about community kitchens identified through a review of reports, resources and guides across North America, with particular attention to resources from New Brunswick.

Other toolkits include: *Starting a Community Garden*; *Starting a Farmers' Market*; and *Starting a Fresh Food Bag Program*. This series was adapted from the original Best Practice toolkits developed by Food First NL. We are grateful for their work, leadership and collaboration.

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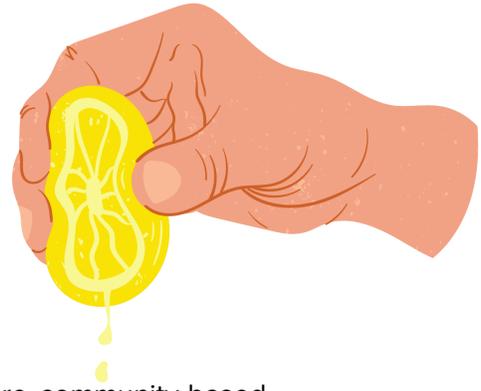
Acknowledgements

We would like to begin by acknowledging the land on which we live, garden, gather and share food. The area now known as New Brunswick is located on the unceded ancestral lands of the Wəlastəkewiyik (Wolastoqiyik), Peskotomuhkati (Passamaquoddy) and Mi'kmaw Nations. We are governed by the Peace and Friendship treaties. The treaties do not deal with surrender of lands and resources but in fact recognize Mi'kmaq, Wəlastəkewiyik (Wolastoqiyik) and Peskotomuhkati (Passamaquoddy) titles and establish the rules for an ongoing relationship between Nations. As we are all treaty people, we all have a responsibility to the land and to each other.

We would also like to acknowledge the work of Sins Invalid in creating Skin, Tooth, and Bone – The Basis of Movement is Our People: A Disability Justice Primer which has greatly informed our revisions of this toolkit.



INTRODUCTION



What is a Community Kitchen?

Community kitchens (also called “collective kitchens”) are community-based cooking programs where small groups of people come together to prepare meals and take food home for themselves and their families. In a community kitchen, every member contributes by planning, preparing and cooking food. Community kitchens are great opportunities for developing the skills to prepare nutritious and affordable meals, and for doing so in the company of others.



Quick Tip: The terms “community kitchen” and “collective kitchen” are fairly interchangeable. If “community kitchen” is already used in your community for a soup kitchen or other food-related initiatives, you can avoid confusion by using “collective kitchen” instead.

Why Start a Community Kitchen?

Community kitchen participants can:

- Learn how to prepare tasty and nutritious meals on a budget;
- Develop food knowledge and cooking skills;
- Save money on food by learning cost-effective shopping skills;
- Share in the labour of food preparation;
- Try new foods;
- Take home tasty and nutritious meals;
- Learn how to read food labels;
- Build confidence cooking and feel more comfortable in the kitchen; and
- Cook in a social atmosphere and meet new friends.



GETTING STARTED: STEPS FOR SUCCESS

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

See **Appendix A: Are You Ready? Checklist** to evaluate your readiness when starting a community kitchen.

Step 1: Identify A Group

If you do not already have a group, it is a good idea to hold a community meeting to discuss the idea of a community kitchen and recruit participants. Community organizations already have participants who can join a kitchen such as single parents, youth groups, the elderly at a senior's complex or members of a church.



The ideal size for a community kitchen is usually between four to eight participants. Some participants will be cooking for several family members, so the number of portions will be greater than the actual number of people in the kitchen. Twelve portions has been a common comfortable size for many successful community kitchens. Get to know your group and think about how you will design and structure your kitchen to meet your participants' needs. For example, if your kitchen is for single parents, you will want to design a cooking schedule that takes into account their work and child-care schedules.

See **Appendix B: Community Kitchen Flyer**.

Quick Tip :

- ★ Let people know the economic, health and social benefits of community kitchens.
- ★ Invite community centres, schools, churches and businesses to get their members involved.
- ★ Do promotion that lists contact information, meeting times and upcoming activities. Put notices in the community events section of newspapers, websites and on social media.



Step 2: Find a Coordinator

A kitchen coordinator can help with getting the kitchen started, as well as facilitating ongoing activities. They will provide mentorship and support, and will be a “go-to” person when difficulties arise.



A coordinator may be a volunteer or a paid employee. If the group has special needs, it is good to have a coordinator with professional experience or training, otherwise you will need to provide support and training. This toolkit is one resource to familiarize a coordinator with some of the best practices for community kitchens.

If you are founding this initiative, you may consider taking on the role of kitchen coordinator. Keep in mind that it's helpful to share the leadership responsibilities, so that the initiative does not rely solely on one person. Consider having a leadership team of 2+ people who can share responsibilities including the responsibility of supervising and supporting the kitchen coordinator.

Step 3: Plan for Success



Host a group visioning session early on to ensure that values are consistent amongst stakeholders. This group will form the initial steering committee, and their vision will serve as the basis for the organization's strategic plan. Develop your vision and mission statements, and identify objectives for the community kitchen:

Vision Statement – The Dream

The vision statement is a summary of the ideals of your group of stakeholders, it expresses the ultimate hopes for the kitchen and is broad enough to encompass the diversity of perspectives within your team but concise enough to be communicated simply and effectively.

Example: “Local Food – Healthy Communities”

Mission Statement – The What and Why

The mission statement emerges from your vision, and defines what business is conducted, for whom the organization conducts business, how it accomplishes its purpose and what makes it unique.



Example: “To increase access to fresh, nutritious, prepared food and to build stronger social bonds through the development of a community kitchen.”

Goals and Objectives – The How Much of What by When

While goals are broad, objectives are narrow and specify outcomes which demonstrate you have achieved your goals and a timeframe within which to achieve them.

Make a Plan

Include **Strategies** expressing how your objectives will be accomplished, such as A Volunteer Recruitment Strategy, a Health and Safety Strategy, your Media Strategy, and a Marketing Strategy. Include **Actions** showing details, such as who will do what by when, and at what cost.

Example action: “The Chair of the Location Committee will submit a proposed rental agreement for a chosen kitchen location at the next board meeting.”

Step 4: Find a Location

Choose a location that is accessible. You do not need a licensed industrial kitchen so long as the kitchen you choose has everything in it you need.



Location-related access needs to consider

- Is there a gender neutral bathroom with a large stall, lowered toilet or grab bar, cleaned with scent-free products only, starting at least a week before the gathering, and with unscented soaps available on site?
- Are there any steps or a steep slope on site? Is there a working elevator or railing?
- Are the doors to get to the site heavy and can they easily be opened with the click of a button?
- Can the lighting be altered? Fluorescent lighting can cause headaches, trigger seizures, and make spaces inaccessible for people with sensory or neurological disabilities.

Understand that for some people, lack of accessibility will mean they cannot attend. Be upfront about known remaining barriers. Asking people what they need to be able to participate is a great starting point!



Locations to consider

- Community centres
- Seniors' residences
- Community halls
- Family Resource Centres
- Churches
- Schools
- University residences
- Grocery stores with cooking facilities
- Neighbourhood houses

Quick Tip:

★ **Size:** Make sure there will be enough room for all members to work comfortably

★ **Cost:** Find a free location or one with a low rental fee

★ **Availability:** Ensure that the availability is in line with the group's schedule

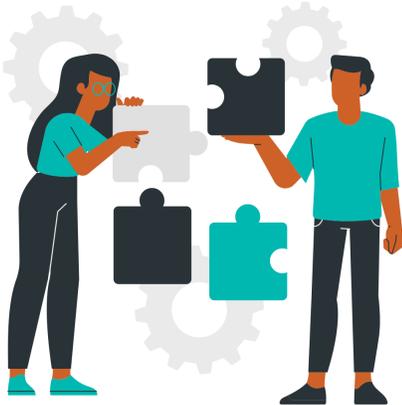
★ **Hot and Cold running water:** A reliable source of both is necessary

★ **Equipment and furniture:** Ensure there are basic kitchen appliances, cooking equipment and furniture (table/chairs). Ideally there will be a sink for handwashing only

★ **Facility manager:** For assistance while using the space



Step 5: Establish Partnerships



Bring together partners who can support your community kitchen by providing information, support and guidance. For example, you may wish to reach out to Public Health Dietitians to support and advise a community kitchen. Public Health Dietitians work in hospitals, private clinics, senior residences or school and university food service operations and some have community initiatives as part of their work responsibilities. Another example would be Public Health Inspectors who can advise on safe food practices and can be found at your Public Health office.



Sponsorship

Community kitchens commonly use sponsorship and grants to run their programs. Many community kitchen programs in New Brunswick require financial contributions from their members and then seek sponsors to provide matching funds. For example, a participant cooking for a family of four may contribute \$8 to \$12 for each cooking session (\$2 to \$3 per family member) and have a total budget of \$16 to \$24 after receiving matching funds.

Sponsors may also contribute by providing funds to purchase equipment or food, by donating staple food items, by providing kitchen space to cook and store food and by providing volunteers to drive participants or provide childcare.

Potential partners in New Brunswick include:

- Single Parent Association of New Brunswick;
- Community and recreation centres;
- Regional Wellness Networks;
- Local clubs such as the Lion's Club and Women's Institutes;
- Church groups;
- Neighbourhood businesses including supermarkets and grocery stores;
- Town councils;
- United Way;
- Community Inclusion Networks; and
- Banks and credit unions.

Grants

Some community kitchens also receive funding from grants. Numerous governmental and non-governmental agencies provide funding to non-profit organizations. You may wish to become incorporated to apply for grants. See **Appendix E: Incorporation for Non-Profit Organizations**. Another option is to partner with existing non-profits whose mission aligns with your community kitchen.

When approaching sponsors and applying for funding, demonstrate that you already have your project partners in place.

Possible funders include Regional wellness networks; Department of Healthy and Inclusive Communities; Community inclusion networks; private foundations; corporations; and United Way. For a complete list visit Food For All New Brunswick's funding directory:

<https://foodforallnb.ca/resources/categories/C8>.



Step 6: Hold a Kitchen Orientation Meeting



Now you are ready to host an orientation meeting to facilitate introductions, talk about the purpose of the community kitchen and make decisions such as developing a planning and cooking schedule and a kitchen policy. Your kitchen coordinator may lead the meeting and all participants, sponsors and partners should be invited.

At this meeting, members should fill out a registration form. See **Appendix F: Member Registration Form**.

What to Cover at your Orientation Meeting

- Introduce the coordinator, partners and sponsors. Consider doing an [icebreaker](#) for people to get to know each other.
- Invite a Public Health Inspector to speak about food safety.
- Discuss kitchen policy, a cooking schedule, finances, recipes, access needs, any food allergies or dietary requirements and details of food shopping and payment with members.

Step 7: Obtain Supplies

Contact your local grocery store to see if any items, such as baking ingredients, seasonings, cooking oils, and cleaning supplies, can be donated. These staples will be supplemented with fresh fruits, vegetables, dairy, fish and meats according to your recipes.

See **Appendix H: Basic Kitchen Supplies** and **Appendix D: Kitchen Equipment List**.



Step 8: Hold Your First Community Kitchen

How to Lead a Community Kitchen

It is most common to meet twice a month - first to plan and shop, then to cook. Most community kitchens prepare three to five meals at each cooking session, to be divided equally. This section* presents key steps and considerations.

*Adapted from Alberta Health Services (2009) Collective Kitchen Coordinator's Manual.



Planning: Plan your first budget carefully and choose easier recipes. Some groups have their first planning session immediately following the orientation session.

Key Topics for your Planning Session

Review the last cooking session and ask:

- How did the recipes taste?
- Were the tasks well divided?
- Was an appropriate amount of food prepared?
- Did you go over or under budget?
- Do you have leftover supplies from the last session?
- Are there staples that need to be replenished?

Review the funds available

Here is the basic formula: Participant fees (if applicable) + Sponsorships + Surplus from last session = Total cash

Choose recipes

Participants should choose three to five recipes they would like to prepare. The coordinator should work with the dietitian to develop a list of recipes that are nutritious and low-cost.

Some key questions to ask when selecting recipes include:

- What equipment do you need for each recipe?
- How long will it take to prepare each recipe?
- What skills do you need to cook each recipe?
- Are there any food allergies or other dietary requirements in the group?
- Are there any foods the participants or their family members do not like?
- Can you reduce the food costs for any of the recipes?





Quick Tip:

- ★ **Make the recipes larger to adequately feed all the participants plus their family members.**
- ★ **Write out a shopping list and devise a budget. Go through store flyers and previous shopping records to estimate costs.**
- ★ **Designate cooking tasks. Have one or two participants responsible for planning and preparing each of the recipes. If there are 8 kitchen participants and 4 recipes to prepare, 2 participants can work on each recipe.**

Planning Session Checklist

Prior to the meeting, the coordinator will:

- confirm facility arrangements;
- contact participants to remind them about the meeting;
- check-in with participants to ensure that their access needs will be met (e.g., seating, parking, ramp, elevator, interpreters, washroom, light, scent and sound sensitivity); and
- confirm child care and transportation if needed.

Coordinator brings to the session:

- recipes
- store flyers
- calculators
- shopping list
- paper and pens

All group members bring:

- recipes
- money (if contributing)



Shopping Tips

- **Vegetables** – Weigh fresh vegetables so that the cost can be estimated. Choose frozen vegetables instead of canned; they are less expensive and lower in sodium. Substitute costly vegetables with less expensive ones (e.g., green instead of red pepper). Try vegetarian recipes that call for less expensive sources of protein such as beans or lentils.
- **Meats, Fish and Poultry** – Check the amount of bone and fat in meat. Consider choosing animal protein options that are lower in fat content.
- **Look for deals** – Take advantage of store sales. Buy in bulk when possible. Freeze on-sale meats and vegetables if you have access to a freezer.
- **Read labels** – Ingredients are listed in descending order of proportion by weight. Choose products that are lower in sugar, trans fat, saturated fat and sodium. Check ingredients lists for possible allergens. Choose whole foods or foods with fewer ingredients.

Cooking

All members must put on an apron and a hairnet and wash their hands properly. Work surfaces and cutting boards should be sanitized. For more information visit [The ABC's of Food Safety](#).



- **Cook:** Everyone participates in the preparation. If one person's task is done, they may help out others.
- **Divide the cooked dishes:** Each member brings their own containers for taking home food. The dishes are divided up according to the number of people the participant is cooking for.

Remind participants to store the food safely and how to reheat it. See **Appendix J: Food Safety Resources**.

Clean up

Make sure all small appliances and burners are turned off. Put away all staple foods in designated storage areas. Wash dishes, pots, pans and utensils using the two-sink method (use plastic tubs if you don't have access to two separate sinks). Scrub and sanitize all sinks, counters and stovetops.

Sink 1: Wash dishes with detergent and rinse with clean water.

Sink 2: Sanitize dishes for two minutes in water that is at least 75°C, or use sanitizing chemicals (such as a chlorine solution).



Eating Nutritious Foods

The skills and knowledge that participants learn in a community kitchen can be used in everyday life to make nutritious, tasty and affordable meals.

Canada's Food Guide provides recommendations that can serve as tools for nutrition education. To download or print your own copy visit [Canada's Food Guide](#) and/or [Canada's Food Guide - First Nations, Inuit and Métis](#). For a paper copy visit your local Public Health office.

Food can sometimes be a difficult subject for people. We receive many messages about what to eat or not to eat, and these messages can often conflict with one another. These messages also affect how we feel about our bodies in relation to our food choices. Keep this in mind as you facilitate conversations about food and eating with the group.

Did you know? Canada's Food Guide was updated in 2019 and now provides the following key messages:

- Eat plenty of vegetables and fruits, whole grain foods and protein foods. Choose protein foods that come from plants more often.
- Limit highly processed foods. If you choose these foods, eat them less often and in small amounts.
- Make water your drink of choice.
- Use food labels.
- Be aware that food marketing can influence your choices.
- Be mindful of your eating habits.
- Cook more often.
- Enjoy your food.
- Eat meals with others.



Eating Lessons

To help build participants' knowledge about nutrition, some community kitchens offer one short food-related lesson or "message" at each cooking session. Invite kitchen partners (e.g., registered dietitian, professional chef, community Elder with food knowledge, Community Food Mentors) to help teach the lessons. You may also wish to invite participants to take turns sharing a presentation, activity, or discussion with one another. Choose a time for a lesson when participants may not be as busy with cooking tasks.



Here are some suggested topics to cover in the lessons:

- Food safety
- Basics of nutrition
- How to read recipes
- Label reading
- Meal planning and budgeting
- Reducing waste in the kitchen
- Nutritious snack ideas
- How to properly store and freeze foods
- Canning and preserving

Recipes

Some widely-used recipe books for community kitchens include: *The Basic Shelf*, *Eat to Your Heart's Content*, *Many Hands Cookbook*, and the *Dietitians of Canada's Cook Great Food and Simply Great Food*.

See **Appendix K: Food Choices & Recipes** for a quick overview of how you may want to adapt recipes to make them more nutritious.



Local Foods

Farmers' markets, roadside stands and community gardens are all potential sources of fresh, local food. Consider establishing partnerships with other local food projects. Even better, kitchen participants may be able to have a plot at the community garden. Foods such as blueberries, apples and strawberries are available seasonally and participants may be able to pick their own and use them in the kitchen. Participants may want to organize a berry-picking afternoon and combine it with a canning session to put away the harvest. This is another great example of how to share in the labour - and the fruits of your labour! - through a community kitchen.



Quick Tip: To locate local food outlets and projects in your area, consult the Conservation Council's [Buy Local NB website](#), or Food For All's [Food Programs Map](#).





Food Safety

Awareness and education are key to reducing the possibility of food-borne illness. At each cooking session, the coordinator should review important food safety practices with kitchen participants.

In New Brunswick, not-for-profit community kitchens are included in the Food Premises Regulations of the Food and Drug Act. When planning your activities make sure to follow the [Food Premises Regulation](#) - Public Health Act.

Food Safety Tips:

- Provide participants with their own copy of the [ABC's of Food Safety](#) to take home.
- Always wear a hairnet and apron while in the kitchen.
- Always wash hands before touching food.
- Sanitize work surfaces prior to cooking.
- Wash cutting boards, countertops and knives right after working with raw meat, poultry or fish.
- Keep meats and other perishable foods properly sealed and refrigerated until you are ready to use them. Store raw meats below all other food, on the lowest level.
- Keep raw and cooked foods separate.
- Thaw food in the refrigerator or under cold running water.
- Keep a thermometer in all fridges and freezers to make sure food is properly cooled.
- Use a stem thermometer to ensure that all foods are properly cooked.
- Store food in sealed containers so there is no threat from moths, fruit flies, or rodents.
- Keep watch for mold, freezer burn, curdling, fermentation and stale foods.
- Pay attention to canned goods for any sign of damage, which may cause the contents to be unsafe.
- Adhere to expiry dates, particularly on staple items that may be stored for a long time. Expiration dates tell consumers the last day a product is safe to consume. Best before dates, on the other hand, tell you that the food is no longer in its perfect shape. It may just lose its freshness, taste, aroma or nutrients. It does not necessarily mean that the food is no longer safe to eat.



Developing a Communication System

Good communication with participants and outreach into the community is important for a successful community kitchen. The kitchen committee, with input from participants, should determine how to communicate information both to volunteers and participants, as well as to the general public. Effective communication can help increase participation and enjoyment of the kitchen.

Communication with Kitchen Participants

It is important that all participants are up-to-date on the kitchen's activities, and are given the opportunity to provide input. Some groups use on-site bulletin boards, group email updates, newsletters and websites. Regular meetings are an effective way to engage participants in planning kitchen activities.



Community Outreach

If your community kitchen is open to the greater public, you may wish to develop communications for this purpose. The following are useful methods to communicate important kitchen-related activities to the public:

- Announce news with public bulletin boards and community newsletters;
- Create a kitchen website and social media outlets;
- Host a movie night or discussion roundtable;
- Run an annual “membership drive” to recruit new participants to the community kitchen;
- Partner with local restaurants and chefs to host cooking classes;
- Partner with your local multicultural society to host cooking classes that celebrate the cultural diversity of the area;
- Host kitchen education activities for all ages;
- Document kitchen activities with photos, videos and annual reports; and
- Promote the kitchen through public announcements that go out over local radio, television, newspapers and free local publications.



Understanding Your Progress

The best community kitchens are important gathering places. They offer a place where individuals from all backgrounds can come together to share knowledge, skills and resources. Just as importantly, they provide a place for the sharing of food, fun and celebration.

It is a good idea to check with your cooks and partners regularly to make sure the community kitchen is meeting their needs, and to measure your success. For example, do cooks feel more confident about preparing food since participating in the kitchen? Are cooks eating more or different foods now that they are cooking? Have cooks formed new friendships through participation in the kitchen?



Quick Tip: A pre- and post-questionnaire can be a very useful way to look for changes in cooks' behaviour and knowledge. A simple evaluation form can also enable participants to give you useful feedback.

See **Appendix L: Sample Evaluation Form**, a form you may use directly, or can give you ideas for creating your own form.

The Public Health Agency of Canada developed a [Guide](#) to provide people involved in Community Food Actions (CFAs) with practical tools, resources and strategies to evaluate outcomes. More specifically, the Guide is focused on CFAs that aim to reduce barriers to food access. It will be especially helpful if you are trying to measure any increases in affordability, availability, access to and consumption of nutritious food in your communities as a result of your kitchen.

Whichever tools you use, it can be good practice for the kitchen coordinator or other volunteers to talk through the questions individually with each participant either in person or over the phone. This approach may be especially relevant depending on the reading and writing skills of your cooks. This also allows you to have a conversation with participants about their experiences in the kitchen and to get a fuller idea of their impressions.





Find other community kitchens in New Brunswick using the NB Food Programs Map at www.foodforallnb.ca/foodmap. Once yours is up and running, add it to the map!

Plenty of resources are available in Food For All NB's Resource Directory at www.foodforallnb.ca/resources.



Starting a Community Kitchen: Appendix

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Appendix A: Are You Ready? Checklist

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

1. Identify a Group

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

2. Plan for Success

- Have you identified your vision, mission, goals and objectives? Do you know how you are going to achieve them?

3. Find a Coordinator

- Do you have a kitchen coordinator in place?
- Do they have the skills you need?
- Are they familiar with adult learning principles?
- Do they understand the interests/strengths of your kitchen participants?

4. Establish Partnerships

- Do you have kitchen partners in place?
- Do they share a common vision for the project?

5. Find a Location

- Do you have a location in place?
- Is it accessible and safe?
- Does it have the equipment you need?

6. Look for Funding

- Do you have financial resources in place?
- Do you have sponsors for your kitchen?
- Do you have potential funders?

7. Hold a Kitchen Orientation Meeting

- Have you hosted an orientation meeting for kitchen participants?
- Have you made collective decisions on matters of concern to all participants?
- Kitchen policy
- Food safety
- Planning and cooking schedule
- Recipe selection



- Shopping arrangements
- Childcare and transportation plans
- Have all participants completed a registration form?
- Have participants had a Canada's Food Guide orientation?

8. Obtain Supplies

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

9. Promote the Community Kitchen

- Have you developed a publicity plan?
- Have you scheduled special events?
- Have you delegated tasks to key organizers?

10. Hold Your First Community Kitchen!



Appendix B: Community Kitchen Flyer

Community Kitchen Meeting



Would you like to:

Cook healthy, low-cost meals?

Take home tasty meals for your family?

Meet new friends?

Come to the Community Kitchen meeting, snacks & refreshments will be served!

Where: _____

When: _____

Please pre-register by phoning: _____

For more information contact: _____



Appendix C: Adult Learning Principles

Adapted from the Basic Adult Education Program, Advanced Education, Employment, and Labour Ministry, Government of Saskatchewan (2007) and Alberta Health Services (2009) Collective Kitchen Coordinator's Manual.

The following adult learning principles will help you to work effectively with the participants and volunteers, as they will help to support and build **Competence, Autonomy and Relatedness**. The community kitchen coordinator and volunteers should be familiar with these principles and apply them in their planning of all activities.

Draw upon learners' experiences as a resource. All adults have a wide experience base and have learned much from life. They also learn most from their peers. It's important to help them share their own experiences and create a situation where they are encouraged to talk to each other. By focusing on the strengths and competence that learners bring to the garden, rather than their gaps in knowledge, learners are able to connect new learning with prior knowledge.

Foster a spirit of collaboration. Collaborative learning focuses on the interdependence of each member and builds a sense of relatedness and a supportive community. Learners collaborate with instructors and with each other.

Involve learners in the planning and implementation of learning activities. Adults are interested and learn quickly about those things that are relevant to their lives. They want to have a chance to make decisions and have a voice about things that affect them. Adults' past experiences, their current learning goals and their sense of self will influence what they want to learn and how they learn it. You can create situations in which participants and volunteers share in the planning, choose the topics and participate in regular evaluation of what they are doing.

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

Cultivate self-direction in learners. In a supportive and safe learning environment, you can become mentors to adult learners. You can help learners to develop skills that lead to self-direction, independent learning and empowerment.



Appendix D: Kitchen Equipment List

This is a list of some basic equipment to consider for your kitchen.

- Whisks (small and large)
 - Spatulas
 - Peeler
 - Tongs (small and large)
 - Wooden spoons
 - Slotted spoons
 - Pasta fork
 - Potato masher
 - Cooking and pastry brushes
 - Can opener
 - Graters (cheese, lemon/orange)
 - Salad spinner
 - Colander
 - Sieve
 - Cutting boards
 - Knives
 - Blender
 - Hand mixer
 - Hot plates
 - Food processor
 - Muffins tins
 - Roasting pan (large)
 - Rolling pins
 - Pepper and salt shakers
 - Serving ladles
 - Serving spoons
 - Serving bowls
 - Serving platters
 - Juice jugs
 - Plates
 - Cutlery
 - Glasses
 - Mugs
 - Cutlery dividers
 - Measuring cups and spoons
 - Apron
 - Oven mitts
 - Hair nets
 - Hand soap
 - Casserole dishes
 - Containers to bring meals home
 - Large plastic/metal storage containers to hold flour, sugar, oats, etc.
 - Thermometers for oven, freezer, fridge
 - Kettle
 - Drip coffee maker
 - Pot scrubbers
 - Multipurpose spray
 - Spray-on oven cleaner
 - Baking soda and vinegar
 - Bleach
 - Tea towels
 - Dish clothes
 - Dish detergent
 - Unscented household bleach
 - Unscented hand soap
 - Garbage bags
 - Paper towels
 - First Aid Kit
 - Rubber gloves
- Pots:
- 10 qt stock pot
 - 8 qt stock pot
 - 5 qt dutch oven
 - 2 qt saucepan
 - 1 qt saucepan



- Funnels
- Mixing bowls (variety)
- Cooling racks
- Baking sheets
- Pie plates
- Loaf pans
- Oven mitts

Frying pans:

- 12 inch open
- 10 inch deep covered
- 10 inch open
- 8 inch open



Appendix E: Incorporation for Non-Profit Organizations

If your community kitchen initiative is not a program of an already incorporated organization, you may want to consider becoming incorporated. It is important to review the benefits and expectations of incorporated organizations prior to incorporating, to ensure that incorporation is a good fit for your group.

Service New Brunswick has a great guide called *Incorporation of a Not-For-Profit Company*. Find out more by opening this downloadable PDF link:

<https://www.pxw1.snb.ca/snb7001/b/1000/CSS-FOL-SNB-45-0007B.pdf>



Appendix F: Member Registration Form

IMPORTANT: The following form is intended as a guide only. Be sure the final agreement you use meets the needs of your group.

Basic Information

Name:

Address:

Telephone: (Home) _____ (Other) _____

Email address:

Do you need a ride to the kitchen?

Family details

Number of adults in your household _____ Number of children _____

Do you need childcare? Yes No

If yes, for how many children? _____



Does anyone in your family have a food allergy or other dietary restrictions?

Yes No If yes, describe:

Why are you joining the community kitchen?

Preference for meeting times:

- M – F days M – F evenings Weekends

Other comments:



Appendix G: Sample Kitchen Policy

Adapted from the Sharing our Future Community Kitchen Program, Burnaby Association for the Mentally Handicapped (2002).

1. We will show respect for each other: patience, positive attitudes and equal opportunities.
2. There will be no uninvited guests (talk to your kitchen leader in advance if you want to invite an extra person).
3. Everyone will participate in all areas of the kitchen from menu planning to cooking, to clean-up.
4. If there are members with food allergies present, the kitchen will take appropriate measures to avoid these foods and contamination.
5. If a participant is sick, that person will not handle any food and will be assigned to another task.
6. If a participant is too sick to attend the kitchen, that person should contact the kitchen leader in advance.
7. All participants must wear a hair net.
8. All participants must remove jewelry before preparing food.
9. All participants must wear an apron when handling food.
10. All participants will wash their hands thoroughly and often.
11. If participants have cuts or sores on their hands, hands must be washed and gloves will be necessary, or it may not be appropriate for that person to handle food that day.
12. Any problems or conflicts should be directed to your community kitchen leader.
13. The kitchen will be left sparkling clean.
14. All participants will practice safe food handling.
15. All participants will make it a practice to be in the right place at the right time.



16. We agree to make all meals healthy and nutritious using Canada's Food Guide.

Quick Tip!

Have designated storage areas for food and label all foods clearly so they can be easily identified and so that best before dates are known.



Appendix H: Basic Kitchen Supplies

This is a list of some suggested food staples to have on hand in your kitchen. Keep in mind that these may change depending on your group's taste, food allergies and preferences.

- Seasonings
 - Salt
 - Pepper
 - Garlic powder
 - Dry mustard
 - Low-sodium bouillon cubes (vegetables, chicken, beef)
 - Soy sauce (low sodium)
 - Vinegar
 - Worcestershire sauce
 - Bottle lemon juice
 - Ketchup
- Herbs & Spices
 - Basil
 - Oregano
 - Sage
 - Thyme
 - Bay leaves
 - Cayenne
 - Chili powder
 - Paprika
 - Curry powder
 - Cinnamon
 - Nutmeg
- Baking Ingredients
 - White and brown sugar
 - Vanilla
 - Baking soda
 - Cornstarch
 - Baking powder
- Grain products
 - Wild and brown rice
 - Whole grain pasta
 - Barley
 - White and whole wheat flour
 - Rolled oats
- Vegetables
 - Tomato paste
 - Canned tomatoes (crushed and diced)
- Meat or Alternatives
 - Canned or dried beans, peas, lentils
 - Tofu or tempeh
- Milk products or Alternatives
- Fats and Oils
 - Margarine
 - Vegetable oil
 - Cooking spray
- Other
 - Cleaning supplies
 - Hair nets
 - Aprons
 - Reusable cloths
 - Compost bin
 - Recycling bin
 - Garbage bin



Appendix J: Food Safety Resources

Public Health NB makes a number of food safety resources available to the public. From handwashing and food danger zone posters to cleaning check lists, you can find what you need by following the link below.

https://www2.gnb.ca/content/gnb/en/departments/ocmoh/healthy_environments/content/FoodSafetyResources.html

Appendix K: Food Choices & Recipes

Canada's Food Guide website has a number of resources available, including recipes, meal planning tips and eating practices to incorporate within your activities.

Take a look at Canada's Food Guide to inspire your food choices and recipes:
<https://food-guide.canada.ca/en/>

Canada's food guide **Eat well. Live well.**

Eat a variety of healthy foods each day

- Have plenty of vegetables and fruits
- Eat protein foods
- Make water your drink of choice
- Choose whole grain foods

Healthy eating is more than the foods you eat

- Be mindful of your eating habits
- Cook more often
- Enjoy your food
- Eat meals with others
- Use food labels
- Limit foods high in sodium, sugars or saturated fat
- Be aware of food marketing

Discover your food guide at
Canada.ca/FoodGuide

Health Canada / Santé Canada

Canada



Appendix L: Sample Evaluation Form

You can give this short evaluation form to participants at the end of each cooking session.

Date: _____

1. What, if anything, did you like most about the cooking session?

2. What, if anything, did you not like about the cooking session?

3. Did you learn anything new in the cooking session?



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

5. Is there anything you would like to learn about in future cooking sessions?

6. Any other comments:

Thanks! Please return to the kitchen coordinator when you are finished.



Appendix M: Pre-Test Community Kitchen Evaluation Form

How often do you do each of the following:

	Never	Rarely	Usually	Always
3. Prepare meals from scratch				
4. Use pre-packaged or ready to eat foods (e.g. microwave dinners or pre-made pizza)				
5. Use Canada's Food Guide to plan or prepare meals				
6. Make a grocery list before shopping				
7. Wash hands before preparing food				
8. Use a thermometer to check the temperature when cooking meats				
9. Choose whole grain foods (e.g. bread, cereal, pasta)				
10. Choose foods that are lower in fat (e.g. lean cuts of meat, low fat cheese)				
11. Eat at least 7 servings of vegetables and fruits a day				

Please indicate whether you agree or disagree with the following:

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

17. What makes it hard for you to eat healthy?

18. Why do you want to participate in our Community Kitchen program?



Appendix N: Post-Test Community Kitchen Evaluation Form

How often do you do each of the following:

	Never	Rarely	Usually	Always
3. Prepare meals from scratch				
4. Use pre-packaged or ready to eat foods (e.g. microwave dinners or pre-made pizza)				
5. Use Canada's Food Guide to plan or prepare meals				
6. Make a grocery list before shopping				
7. Wash hands before preparing food				
8. Use a thermometer to check the temperature when cooking meats				
9. Choose whole grain foods (e.g. bread, cereal, pasta)				
10. Choose foods that are lower in fat (e.g. lean cuts of meat, low fat cheese)				
11. Eat at least 7 servings of vegetables and fruits a day				

Please indicate whether you agree or disagree with the following:

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

17. What did you like most about our Community Kitchen program?

18. How can we improve our Community Kitchen program?





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