

## **COOKING FOR KIDS MANUAL**

### **HISTORY...**

### **RESOURCES**

The food that is used for Cooking for Kids comes from Debbie Kleeger, Kids Café Coordinator at the Food bank of Southeastern Virginia. Tim Lockett, Director of Food Service at Virginia Wesleyan College, receives the food and plans a menu with the chef. The food is delivered every other Tuesday and is picked up the following Thursday to ship to the Foodbank to be frozen and used at schools that will be served to needy children.

### **PROCEDURE**

When entering the kitchen be sure to wear closed shoes and some sort of covering for your head.

#### **STEP 1. SIGN IN /WASHING UP**

Sign your name for attendance.

Proceed to the sink to wash your hands.

#### **STEP 2. SANITATION/GLOVES**

Proceed to the sink and wash hands with soap.

After washing hands obtain gloves before handling food.

#### **STEP 3. NEVER JUST STAND AROUND**

There is always something to be done. Ask the supervisor present for any job that be can accomplished.

#### **STEP 4. JOBS IN THE KITCHEN**

These are only a few that volunteers can come across.

Always ask if there is any more available.

-Putting bowls in working stations

-Adding ingredients

-Mixing ingredients

-Loading trays with food

-Covering trays

-Help with labeling trays

-Put food trays on speed rack

- Wipe down the countertops with cleaner with rags
- Clean up any spills if any occurred
- Mop floor clean around the cooking area
- Help take out boxes/garbage
- Ask if there is anything left to be finished

The jobs in the kitchen are not limited to these and more might come up along with different meals that are being cooked.

#### **STEP 5. FOLLOWING UP AND RESPOND**

The Coordinator should keep track of who attends.

After each event send out an “thank you” e-mail to the volunteers for their help and time given.

- Keep track of volunteers.
- Keep record of numbers and e-mail addresses for contact.
- Make sure to express your gratitude and a great amount of volunteers will come again to enjoy a fabulous cooking experience.

#### **STEP 6. LOOK FOR IMPROVEMENTS**

The Coordinator should always:

- Check with planning schedule
- Check with organization
- See if there was any questions/feedback on event

#### **STEP 7. RECRUITING HELPING HANDS**

Always plan ahead when preparing for an event. Always make sure to ask for help by students, faculty and sports teams.

#### **RECRUITING TIPS:**

1. Sit in area where most students are located to get them interested in volunteering their time.
2. Contact sport teams and organizations so it can bring more interaction of students on campus.
3. Always mention the positives of the event and fun things that happen to grab student interests’.