



# Host Requirements

## Food Skills for Families

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### **This document contains:**

**Host Requirements**  
**Equipment List**

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If you work for an organization interested in hosting a Food Skills for Families program, please review the Host Requirements outlined on the following two pages.

Food Skills for Families programs are instructed by certified Community Facilitators who have each attended a 3.5-day Train-the-Trainer program. Organizations are encouraged to have staff certified as Community Facilitators. If your organization does not have a staff member trained there may be local Community Facilitators who can lead a program for you.

Costs associated with running the program are shared between the organization hosting the program and the BC Centre for Disease Control (BCCDC). Cost covered by the BCCDC include groceries and participant handbooks and materials. Full time Food Skills for Families program staff are available to provide support by phone and email.

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## New Organizations

To become a partner organization submit a [New Host Application Form](#) to the Food Skills Team.

## Returning Organizations

If your organization has previously hosted the Food Skills program contact the team directly to set up your next program. The Food Skills Team can be reached at [foodskillsBC@bccdc.ca](mailto:foodskillsBC@bccdc.ca).

# Host Requirements - Food Skills for Families

## Facility Requirements

- Space to Cook**  
Kitchen with space for 6-12 individuals to cook comfortably or a smaller kitchen with a teaching room/area attached that can also be used for food preparation.
- Space to Teach, Discuss and Dine Together**  
Teaching area with table and chairs that can comfortably accommodate at minimum six individuals.
- Ability to Book a Kitchen**  
There are six sessions in the program; session five is held at a grocery store and may or may not be held in the kitchen. Sessions run in four-hour blocks (1 hour set up + 3 hours program + 1 hour cleanup). Sessions should be held once a week for six consecutive weeks or twice a week for three consecutive weeks.
- Equipped Kitchen**  
Ensure good functioning of required equipment (listed on the next page).

## Facility Staff Requirements

- Participant Registration, Commitment & Confirmations**  
Host Organization staff are responsible for registering participants as outlined in the requirements listed below. Host will communicate with participants at time of registration to ensure they understand the program's time commitment of attending a three-hour session for all six sessions. Host will provide a list of participants to Facilitator prior to program and provide reminder calls/emails to participants prior to the first session.
- Post Program Survey**  
Following the final session, a representative of the host organization will complete a post-program survey.

## Participant Requirements

- Ability to Reach Priority Populations**  
The Host Organization must be a community-based organization able to reach at least one of the five priority groups; Indigenous, Punjabi, newcomer, people living with limited income or seniors.
- Registration of 6-12 Participants**  
The program is optimal for 8-12 participants. Programs may begin with 6-12 registered participants. Over registration is encouraged if there is a history of registrant dropouts among participants.
- Ability to Meet Participant Age Requirements**  
All participants are adults (ages 19 and over) unless the following criteria is met:
  - Minors aged 13-18 are allowed to participate if a parent or legal guardian is participating with them or;
  - Minors aged 13-18 are allowed to participate unaccompanied if the Facilitator is a staff member of the organization hosting the program and the organization has satisfied all the requirements outlined in the [BCCDC Youth Guidelines](#) document.

## Safety Requirements

- First Aid & First Aid Procedures**  
First aid kit located in or near kitchen, and first aid procedures shared with Facilitator and participants.
- COVID-19 Communicable Disease Prevention Plan**  
[Communicable disease prevention: A guide for employers](#) describes a four-step process to help employers reduce the risk of communicable disease in their workplace.

## Equipment List - Food Skills for Families

Quantity	Measures
2 Sets	Measuring Cups – Dry
2 Sets	Measuring Cups - Liquid
2 Sets	Measuring Spoons
Quantity	Kitchen Tools
1	Can Opener
10	Cutting Boards
1	Food Thermometer
1	Garlic Press
2	Graters
3 Sets	Mixing Bowl Set
1	Salad Spinner
1	Potato Masher
1	Sieve (fine mesh colander)
2	Strainers/Colanders
1 Box	Toothpicks
3	Vegetable Peelers
2	Water jugs
2	Whisks
1	Knife Sharpener
Quantity	Stove Top Equipment
2	Frying Pans (large)
2 Sets	Pots (sauce pans) with Lids <i>small, medium and large</i>
1	Wok (or deep-sided skillet)

Quantity	Appliances
1	Blender or Food Processor
1	Microwave
1	Stove Top - 4 Burner
1	Oven
Quantity	Baking Equipment
1	Baking Dish – Square <i>9" X 9" or 8" X 8"</i>
1	Baking Dish – Rectangular <i>9" x 13"</i>
3	Cookie Sheets
2	Cooling Racks
2	Muffin Tins
Quantity	Utensils
10	Chef's Knives
13 Sets	Cutlery
10	Paring Knives
2	Spatulas
5	Wooden Spoons
Quantity	Other
13 Sets	Dishes
2 Sets	Oven Mitts
1	Dish Soap
1	Hand Soap
2	Dish Towels
3	Hand Towels
1	Bleach