



Host Requirements

Food Skills for Families

This document contains:

Host Requirements
Equipment List

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. Full time Food Skills for Families program staff are available to provide support by phone and email.

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.

Host Requirements - Food Skills for Families

Facility Requirements

- Space to Cook**
Kitchen with space for 14 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 and Dine**
Teaching area with table and chairs that can comfortably accommodate 14 individuals seated around a communal table.
- Ability to Book a Kitchen for Six Weeks**
Sessions run four hours (30 min set up + 3 hours program + 30 min cleanup). Sessions should be held for six consecutive weeks. Session five is held at a grocery store and not in the kitchen.
- Equipped Kitchen**
Required equipment is listed on the next page.

Facility Staff Requirements

- Participant Registration, Commitment & Confirmations**
Host organization staff are responsible for registering participants in compliance with requirement listed below. Staff must communicate with participant at time of registration to ensure they understand the program's time commitment of attending a three-hour session once per week for six consecutive weeks, provide a list of participants to Facilitator prior to program and provide a reminder calls/emails to participant prior to the first session.
- Post Program Survey**
Following the final session of program a representative of the host organizations 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, lower income or seniors.
- Registration of 12 Participants**
The program is designed for 8-12 participants and should not run until at least 10 participants are registered.
- Ability to Meet Participant Age Requirements**
All participants must be adults (ages 19 and over) unless one of the following criteria is met. (1) Minors aged 13-18 are allowed to participate if a parent or legal guardian is participating with them or; (2) 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 Kit**
Located in or near kitchen
- 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
	1	Vegetable Peeler
	2	Water jugs
	2	Whisks
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