



Kitchen Meeting + Tour Questions

Food Skills for Families

This form is a Food Skills Facilitator resource and designed as a tool to assist in confirming final program details with a host while conducting a kitchen inspection. The form is for your reference only and a copy **does not** need to be returned to the Food Skills team. Keep this form on file and refer to it if you run future programs at same location.

Program Details

Host Org Name: _____
Kitchen Location: _____
Kitchen Tour Date: _____
Session Dates: _____
Session Time: _____
Program ID #: _____

Program

- Food Sense Indigenous Punjabi
 Seniors Newcomers Pre-Natal

Contact Details

Kitchen Supervisor

Name: _____
Phone/Email: _____

Program Registration Contact

Name: _____
Phone/Email: _____

Emergency Contact

Name: _____
Phone/Email: _____

Will staff be on site during the program to assist if there is an issue?

- Yes
 No

Kitchen Details

FIRST AID KIT

Location: _____

FOOD STORAGE

Fridge location: _____

Freezer location: _____

Can non-perishable pantry items be stored in between sessions?

Yes → Where: _____

No

PRODUCTS

What products are available and where are they?

Hand soap Paper towels Garbage bags

Dish soap Paper napkins Bleach

Dish gloves Spray bottle

Broom/Mop Location: _____

First Aid Kit Location: _____

Dishcloths Location for laundry: _____

DISHWASHING

Commercial dishwasher

Three-sink method

Special Instructions: _____

GARBAGE + RECYCLING

How are the following items sorted and removed?

Garbage: _____

Green waste: _____

Plastic: _____

Glass: _____

Paper: _____

Other: _____

OTHER

Any special instructions for appliances?

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
	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