



# HOST REQUIREMENTS

To qualify to deliver a Food Skills for Families program an organization must first confirm they meet the following requirements;

## **Ability to Reach & Register Participants**

- **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.
- **Ability to Register 12 Participants:** The program is designed for 12 participants. Over registration is encouraged if there is a history of no shows among participants. The program should not start until at least 10 participants are registered and the Food Skills for Families team should be informed if participation drops below eight. All participants must be **18 years or older** and understand the program's time commitment of attending a three-hour session once per week, every week, for six consecutive weeks.
- **Creation of a Participant Registration List:** Names and contact info of registered participants should be provided to the Facilitator prior to the program start date.
- **Participant Confirmation:** A few days prior to the first session participants should be called and reminded of their registration.

## **Access to Suitable Kitchen Facility**

- **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 Master Equipment List below.
- **Space to Cook:** Kitchen with space for 10-14 individuals to cook comfortably or a smaller kitchen with a teaching room/area attached that can also be used for food preparations.
- **Space to Teach & Dine:** Teaching area with table and chairs that can comfortably accommodate 14 individuals. This area will be used for the Dining and Discussion portion of the program.

## **Ability to Provide Childminding**

In some situations, and dependent on the participant group (pre-natal, parenting, etc.), hosts may be required to provide childminding services.

## **Host Summary Report**

Following the final session of your program you will be emailed a survey to complete which will take approximately 5-10 minutes.

# Master Equipment List

Quantity		Measures
	2 Sets	Measuring cups - dry
	2 Sets	Measuring cups - liquid
	2 Sets	Measuring spoons
Quantity		Kitchen Tools
	1	Can opener
	1	Garlic press
	2	Graters
	3 Sets	Mixing bowl set
	1	Salad spinner
	1	Potato masher
	1	Sieve (fine mesh colander)
	2	Strainer/colanders
	1 Box	Toothpicks
	1	Vegetable peeler
	2	Whisks
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		Appliances
	1	Blender or food processor
	1	Microwave
	1	Stove top - 4 burner
	1	Ovens
Quantity		Stove Top Equipment
	2	Frying pans
	2 Sets	Pots (sauce pans) with lids <i>small, medium and large</i>
	1	Wok (or deep-sided skillet)
Quantity		Utensils
	10	Chef's knives
	13 Sets	Cutlery
	10	Paring knives
	2	Spatulas
	5	Wooden spoons
Quantity		Other
	12 Sets	Dishes
	2 Sets	Oven mitts
	1	Hand soap
	2	Dish towels
	3	Hand towels
	1	Bleach