



PLANNING YOUR COOKING CLUB

Date:

This checklist is designed to help you to assess the suitability of your organisation and kitchen for a Cooking Club and to assist your pre planning so that your Cooking Club runs smoothly. Important things to determine before you start are:

- Location and general services at your site
- The capacity to cook safely and store food safely in the kitchen
- How many people can effectively use the space
- What cooking equipment you need for the session to run well
- What food staples will be good to have on hand
- What food access systems are in place

| General services | Yes | No | Comments |
|--|------------|-----------|-----------------|
| Is there car parking nearby? | | | |
| Is the venue accessible by public transport? | | | |
| Are there accessible toilets? | | | |

| Occupational Health and Safety | Yes | No | Comments |
|--|------------|-----------|-----------------|
| Is there a process for orientating and registering volunteers at the organisation? | | | |
| Does the organisation running the kitchen have professional indemnity insurance? | | | |
| Are there smoke detectors? | | | |
| Is there a fire extinguisher for use? | | | |
| Is there a first aid kit? | | | |
| Actions: | | | |

| Kitchen facilities | Yes | No | Comments |
|--|------------|-----------|-----------------|
| Is there clean running hot and cold water? | | | |
| Is the lighting adequate? | | | |
| Is there a double sink for washing dishes? | | | |



| | | | |
|--|--|--|--|
| Is there a designated hand washing basin? | | | |
| Are ovens and cook tops in good working order? | | | |
| Does the kitchen have ventilation or windows and doors that can be opened to allow fresh air in? | | | |
| Does the kitchen have an extractor fan above or near the oven cook tops? | | | |
| Are the extractor fans clean and working? | | | |
| Is there access to the building for the time you want to run the Cooking Club? | | | |
| Actions: | | | |

| Kitchen layout | Yes | No | Comments |
|--|------------|-----------|-----------------|
| Do you have access to stove top cooking areas? How many? | | | |
| How many powerpoints do you have access to? | | | |
| Can you create additional cooking stations by plugging in electric fry pans or woks? | | | |
| Are there several work areas where food can be prepared? How many? | | | |
| Is there access to a fridge for storing food close by? | | | |
| Is there access to a freezer? (This could be used for storing FoodShare meat) | | | |
| Is there access to store pantry staples close by? | | | |
| Is there an area to sit and share a meal at the completion of the Cooking Club? | | | |
| <p>Questions to consider:</p> <p>Based on your assessment of the kitchen;</p> <ul style="list-style-type: none"> - What is the maximum number of people you can fit in this kitchen for your cooking club? - Will people be cooking in pairs or individually? - How many cooking stations do you have space for? | | | |



| Cleaning | Yes | No | Comments |
|---|------------|-----------|-----------------|
| Is the kitchen in a generally clean state? | | | |
| Are bench surfaces waterproof and easily cleaned? | | | |
| Are floors easily cleaned? | | | |
| Are the walls and ceilings free of mould and mildew? | | | |
| Is there cleaning equipment available ie; broom, mop, detergent, cloths? | | | |
| Is there a place to store cleaning chemicals and equipment away from food preparation areas? | | | |
| Are there any signs of insects or rodents (including droppings in cupboards or on the floor)? | | | |
| Actions: | | | |

| Waste management | Yes | No | Comments |
|--|------------|-----------|-----------------|
| Do you have separate bins for recycling and general waste? | | | |
| Do you have a collection area for soft plastics? | | | |
| Do you have a system for your organic waste? ie; compost bin, worm farm or agreement with a local farmer or someone with chooks? | | | |
| Do you have signage above bins to help with sorting? | | | |
| Actions: | | | |

Cooking Equipment

The cooking equipment that you need will depend on the number of people that you have in your cooking club.

Ideally each pair or individual will have access to their own knives, chopping board, wooden spoon, cooking station ie; stove top, electric fry pan or wok, stainless steel pot, roasting tray and small and large mixing bowls.

Other equipment can be shared within the group, however it is recommended that you have at least two items of the other equipment listed. We recommend that there are two extra shared chopping boards for cutting meat.

| Cooking equipment item | How many you need for your club? | What you have? | What you need to source? |
|---|---|-----------------------|---------------------------------|
| Stand alone electric frying pan | | | |
| Electric or stove top wok | | | |
| Cast iron or stainless steel pot | | | |
| Medium size saucepan or lid | | | |
| Glass or aluminium roasting tray | | | |
| Large stainless steel or ceramic mixing bowl | | | |
| Small stainless steel or ceramic mixing bowl | | | |
| Colander | | | |
| Solid cutting board for vegetables and general produce. | | | |
| Chef knife | | | |
| Paring knife | | | |
| Whisk | | | |
| Ladle | | | |
| Tongs | | | |
| Serving spoons | | | |
| Slotted spoons | | | |
| Spatula | | | |
| Peeler | | | |
| Cups and spoons for measuring | | | |
| Grater | | | |
| Hand juicer | | | |
| Wooden spoons | | | |
| Can openers | | | |
| Tea towels | | | |
| Aprons | | | |
| Sponge | | | |
| Dish washing liquid | | | |
| Good quality take away containers with lids | | | |



Pantry staples

Some pantry staples will be accessible through Bendigo FoodShare. This is a basic list that will support your needs for the Cooking Club.

| Pantry item | Yes | No | Comment |
|-------------------------------------|-----|----|---------|
| Dry goods | | | |
| Flour | | | |
| Sugar | | | |
| Rice – Basmati and Jasmine | | | |
| Pasta | | | |
| Dried beans / lentils | | | |
| Canned foods | | | |
| Canned tomatoes | | | |
| Canned fish | | | |
| Sauces and spices | | | |
| Salt / Pepper | | | |
| Stock (Chicken, Beef and Vegetable) | | | |
| Soy sauce | | | |
| Tomato paste | | | |
| Cinnamon | | | |
| Cayenne pepper | | | |
| Cumin | | | |
| Mustard seeds | | | |
| Nutmeg | | | |
| Fridge | | | |
| Milk | | | |
| Butter | | | |
| Eggs | | | |
| Cheese | | | |
| Other | | | |
| Olive oil | | | |



Food access

It is the intention of this Cooking Club to utilise food from Bendigo FoodShare and from identified local community food gardens that could include The Salvation Army Gravel Hill Garden, your own garden or another food garden closer to your organisation.

| Food access | Yes | No | Comments |
|--|-----|----|----------|
| Does your organisation have a membership with Bendigo FoodShare? | | | |
| Does your organisation collect food regularly from Bendigo FoodShare? | | | |
| Do you receive the weekly pick list from FoodShare by email? | | | |
| Do you have a designated employee or volunteer who collects food from Bendigo FoodShare? | | | |
| Does your organisation provide food to your community through other programs aside from this Cooking Club? | | | |
| Do you have a food garden at your Cooking Club site? | | | |
| Do you have a partnership with another local food garden? | | | |
| Actions: | | | |