



Calgary's Cooking

3751 21 Street NE, Calgary, AB T2E 6T5

Phone: 275-0258 Fax 274-2967

APPLICATION

(Please note: The information on this form is confidential)

DATE: _____

Name: _____

Address: _____

Postal Code: _____ **Date of Birth:** _(m)_(d)_(yr)_____

CONTACT INFO: Home# _____ **Work#** _____ **Cell#:** _____

Fax: _____ **Email:** _____

Number of people you will be cooking for: _____ (Adults: ____ Children: ____)

DAY(S) OF WEEK YOU ARE AVAILABLE TO COOK - please circle all that apply:

Thursday Daytime

Friday Daytime

Saturday Daytime

Do you have a vehicle (or ride arranged to and from cooking sessions and meetings)? _____

Do you have special needs (i.e. mobility, accessibility, etc.) If so, please explain:

Allergies or dietary restrictions (include any food allergies of anyone in household):

Any medical condition we should be aware of: _____

Medications you are taking: _____

AB Health Care Number (NEEDED) _____

Person to contact in event of emergency: _____

Phone #: _____ Relationship to you: _____

OFFICE USE ONLY

DATE APPLICATION REC'D _____

DATE PLACED IN KITCHEN: _____

Membership Fee Rec'd: _____

Kitchen Name: _____



WAIVER AND RELEASE

IN CONSIDERATION of the Community Kitchen Program of Calgary providing _____ (the "Participant") with the opportunity to cook and prepare food in the training kitchen and/or in various kitchen locations, the Participant does agree to the following conditions:

1. There are risks and hazards inherent in the very nature of cooking and food preparation, and the Participant may suffer personal injury, loss or damage to property;
2. The Participant freely and voluntarily assumes all such risk of personal injury, death or property loss resulting from any cause;
3. The Participant hereby waives any claim that the Participant may have against the Community Kitchen Program of Calgary, its agents, servants, employees, volunteers, members and directors (the "Association"), arising out of or in any way related to the Participant's participation in the program and, the Participant specifically releases the Association from any liability for injury or death to the Participant, or any loss or damage to the Participant's property.
4. I acknowledge that I have either read, or have had read to me, the Program Guidelines of the Community Kitchen Program of Calgary, and I agree to follow them.

DATED at the City of Calgary, in the Province of Alberta, this _____ day of _____, 200____.

Witness Signature

Participant Signature

Witness Name (please print)

Participant Name (please print)

Address of Witness

Address of Participant

Signature of 2nd participant
(if applicable)

Name of 2nd Applicant (please print)



HOW A CALGARY'S COOKING WORKS:

Step 1: Planning the menu

- ❖ You meet with your group on Monday night to plan out a 2 week menu based on what's on sale in the sales flyers
- ❖ Recipes are chosen
- ❖ Shopping list is made
- ❖ Food is paid for at this time
- ❖ The shopping list is forwarded to the Community Kitchen Program – WE do the shopping!

Step 2: Preparing for the Cook

- ❖ Gather together the containers you will need to bring your meals home
- ❖ Label your containers
- ❖ Make sure you have room in your freezer for 14 meals

Step 3: Cook Day!

- ❖ Group gathers at kitchen location
- ❖ Recipes and chores are assigned
- ❖ All meals are prepared and divided
- ❖ Everyone works till everything is done
- ❖ Take home meals and put into freezer

Step 4: The Benefits

- ❖ You now have 14 main course meals ready to take out of your freezer – just add a salad, fresh veggies or side dish of rice, etc.
- ❖ Save time! Save money!
- ❖ Enjoy a variety of healthy, well-balanced meals
- ❖ No more wondering – “What’s for dinner?”



WELCOME!

We believe this is going to be a wonderful program for you and your family. We feel that the best way to ensure that your kitchen is successful is to make sure that everyone knows what the rules are and that everyone involved abides by them. Happy Cooking and Good Eating!

PROGRAM GUIDELINES

Our Mission: To enhance the capacity of individuals, families and communities, both now and in the future, to acquire skills leading to healthy, efficient and affordable meals. This program will focus on building self-esteem, practical knowledge and relevant experience.

Membership Requirements:

1. Costs:

- **Membership Fee** - There is a membership fee of \$10.00 per family per year to join the program. This fee will follow you should you move to another kitchen location in Calgary.
- **Food** – At each planning session, you will be required to pay for the cost of your portion of the food cooked at your cooking session. **Your coordinator cannot make any exceptions to this rule.**
- **Material Handling Charges** – There is a \$2.00 material handling charge (per person you are cooking for) added to the cost of the food at each planning session to covers incidental expenses.
- **NSF Cheques** - There is a \$25.00 service charge for any NSF cheques received. Should a second cheque be NSF, the participant who issued the cheque must deal with cash only for subsequent cooks.

2. Group dynamics: Your Community Kitchen is made up of people from all walks of life. It is this combination of individuals that make your kitchen unique. Please remember to always welcome newcomers into your group.

3. Planning Sessions: You must attend the planning session in order to participate in that week's cooking session. Exemption from attendance at the Planning Meetings on a regular basis will not be permitted. Please phone your coordinator if you are unable to participate in any given week **due to sickness or work schedule conflicts**. If you are unable to attend the planning session, but would still like to cook that week, you may submit recipes to the coordinator for group approval; however you will be required to go along with the group's menu decisions. It would be your responsibility to get the money to the coordinator prior to the planning meeting. If all the monies are not at the church when the food is dropped off, the onus is on the kitchen coordinator, or a representative from the kitchen, to deliver the monies to the warehouse by Friday before noon. All food orders **MUST** be legible and clearly written and faxed to the office by **10am** the Tuesday prior to your cooking date.

4. Budgeting: Please remember that the Community Kitchen is based on cost-effective meal planning. The cost should not exceed \$30.00 for 15 meals, the average being \$25.00 per person. If the cost is higher, the planning must be re-worked. The purpose of the Community Kitchen Program is essentially to ensure that prepared meals are cost effective, nutritional (not gourmet) and down-home style. ***Please be cost conscious.***



- 5. Cooking Session:** Each person must cook at the cooking sessions, be on time and must stay for the entire duration of the cook, including clean-up. Chores are to be equally divided.
- 6.** The maximum amount of time between scheduled cooks is 4 weeks, with the exception of July and August.
- 7. Clean-up:**
 - There are **NO** exceptions to staying for the entire cleanup.
 - You are expected to leave the kitchen as clean as, or cleaner than you found it.
 - The coordinator will do a final check, and after their 'OK', members will be allowed to leave.
- 8. Punctuality – BE ON TIME!** It is not fair to other kitchen members if you show up late for a cook. Please show your respect and commitment to the group by showing up on time and ready to cook. Continual tardiness for cook days may result in a termination of your privileges to cook in a Community Kitchen.
- 9. Emergency Situations:** In the event of a medical emergency, it will be at the discretion of the coordinator to call 911.
- 10. Lunch Breaks:** Members are expected to bring their own bagged lunches. There will be one 15 minute break during your cooking session to eat lunch.
- 11. No Smoking:** No smoking will be permitted in the premises or outside the facility.
- 12. Alcohol/Substance Use:** Anyone under the influence of alcohol or substances will be sent home. All monies paid in advance will be forfeited.
- 13. Kitchen Coordinator:** Please remember that your kitchen coordinator is a full member of your kitchen and is volunteering their services to help make your kitchen run smoothly. Please respect them and their time. Telephone calls from Coordinators to participants, and vice versa, must be returned **promptly**. It is vital that good communication skills be observed.
- 14. Children:** For everyone's safety, children are not permitted to attend the planning or cooking sessions. The only exception will be made for breastfeeding mothers who will be excused on occasion to nurse their babies. Teenagers (14+ years) of participants are invited and encouraged to attend at any time.
- 15. Dress Code:**
 - Aprons and clean clothes are a must at all cooking sessions.
 - Hair must be tied back or in a hairnet when preparing meals and through the clean up period.
 - Gloves - the wearing of gloves is to be put to a vote among the kitchen members, and each member will adhere to the majority decision.
 - No bare feet or sandals; shoes are mandatory.
 - No sleeveless tops.
 - Hands must be washed upon arrival and throughout the cooking session.



16. Kitchen Conduct: All members must participate to the best of their ability and follow instructions given by the kitchen coordinator.

- Stay in the designated cooking area; do not wander into other areas of the building.
- No swearing is permitted.
- Respect the premises as your own home.
- Politeness to all members of the program is essential. Remember to speak encouraging remarks to your fellow members. No put-downs!

17. Food Delivery: Delivery of the food will be done on a designated day – Thursday or Friday to be determined by the office. The exact time of delivery will vary due to a number of circumstances: the amount of deliveries to be made; who is available to help with deliveries, or the weather conditions. We **MUST** be able to drop the food off on the scheduled date. Someone must be present to receive the food order when it comes to ensure the order is correct and the food is delivered. If there are any discrepancies with your food order (i.e. items missing) we **MUST** know within three (3) days of your cook (including Sunday). We reserve the option to make substitutions for items that are not attainable. For example, if a sale item is back ordered and we're given a rain cheque, we must be able to purchase a substitute item. Also, if a kitchen records an inaccurate price for an item on their order form, and there is a shortfall of monies paid, we reserve the right to purchase an alternate item or remove the item from the shopping list. We will issue an invoice for any financial discrepancies.

18. New Kitchens: All new Coordinators must attend a training session at the warehouse prior to opening a new kitchen. All segments of the class – training, planning and cooking, must be attended before a new kitchen can open. Coordinators will ensure that current applications and waivers are forwarded to the office. Every coordinator and co-coordinator will complete a security clearance check (at no cost).

19. New Facilities: It is the responsibility of the Community Kitchen Program to explore potential new kitchen facilities. People can refer a possible site but the follow-up **MUST** be done through our office.

20. Fundraising: The Community Kitchen Program is a not-for-profit organization and as such, must periodically raise funds to ensure that this program continues. We need your help and will call on you on occasion to participate in these events. **Your participation in fundraising is considered mandatory to ensure the economic viability of the Community Kitchen Program.**