

Pre-Cook Session Check List

Two to One month before Cook Session:

1. Monitor number of meals in the freezer to get an idea approximately when the next cook session needs to happen
2. Cook Session Planning
 - a. Possibly schedule a team meeting
 - b. Determine the dates available with church staff and with team to hold next cook session
 - c. Determine meals to cook
 - i. Consider possible sales of higher price items like meat and cheese
 - ii. Consider meals cooked recently
 - iii. Consider season of year
 - iv. Consider adding a new meal. This would require testing a recipe with our pans and calculations.
3. Funding
 - a. Have one or more members order Thrivent Visa cards to fund cook sessions
 - b. Review money available in budget
 - c. Request money from Mission Team or others
4. E mail or Call church
 - a. Reserve Kitchen & Gym, need about 3 hours

One month to two weeks before Cook Session:

1. Communication – currently goes to KJ
 - a. Email blurbs to be placed in Weekly bulletins & Monthly newsletter communicating date, time and place for volunteers to attend to assemble the meals.
 - i. Weekly Sunday Bulletin blurbs need to get to KJ by Monday prior to the Sunday bulletin
 - ii. Monthly Trinitell newsletter blurbs need to get to KJ by the 15th of the month
2. Identify Volunteers
 - a. Shoppers
 - b. Label Printer
 - c. Meal Documents Printer: Recipe documents, assembly documents, etc.
 - d. Team members as Leaders: Session leader, Kitchen Prep leaders, and Assembly leaders for each meal
 - e. Other Workers day of cook session
3. Review Dry Goods and Freezer Inventories
 - a. Check to see if need to order more 2 gallon Ziploc bags since these are less expensive ordered online. Current supply can be found in drop box (do we need to say where and how?)
 - b. Determine if we need to order more labels
4. Cooking Utensils
 - a. Purchase ones that are needed if we don't have

5. Create a Cooking Session Planning Document to include Food Shopping Lists, Packaging Items Shopping List, list of known volunteers, assignment of leaders and tasks for leaders
 - a. Shopping lists for all recipes to be made for cook session need to be checked with supplies in freezer and in MDM containers to determine what is needed
 - b. Combine all shopping lists into one list for all meals to be made (main dish, vegetable, bread, etc.) This may require combining same items from different recipes into one amount required for purchase. List how much is needed for each thing but give total for cook session
 - c. Determine best places to shop for best value, possibly designate on shopping list or divide list by store. Keep notes on Cook Session Planning Document
 - d. Order whatever needs to be ordered online
 - e. Purchase ahead of time whatever is shelf stable or can be frozen that is on sale to reduce costs.

Two Weeks ahead of Cook Session:

1. Communication
 - a. Notify church (currently Becca) to do an email blast to the entire congregation 1 ½ weeks prior to cook session and again the Monday prior to the cook session
 - b. Notify church (currently Pastor Jeff and Ross) to have an announcement made in church on Sunday morning prior to cook session via the screens, Pastor or someone else talking
 - c. Send e mail to team of volunteers to confirm commitment to help
2. Shopping Lists
 - a. Email out shopping list to shopper(s) of any items still needed to be purchased
 - b. All similar items should be labeled with a permanent marker identifying the recipe (i.e. if tomatoes sauce is used in two recipe).

One Week ahead of Cook Session:

1. Printing
 - a. Print more Prayer Cards & reply cards, currently KJ does this
 - b. Print Recipes
 - c. Print Complete Meal Assemblies
 - d. Print Meal Assembly Layouts
 - e. Print Meal Sign Out sheet for freezer door clipboard
 - f. Create and Print new Items Available in Freezer sign
 - g. Print Cook Session Attendance Sheet
 - h. Print Join the MDM Team Sheet
 - i. Print Inventory Freezer Spreadsheet
 - j. Print Labels
2. Cooking Utensils
 - a. Gather needed cooking utensils from MDM supply containers
 - b. Note some supplies Trinity kitchen will have for our use
3. French Bread
 - a. Order French bread one week prior to cook session if making it in any of meals in cook session.

Day or two before Cook Session:

1. Pick up Bread
2. Thaw any freezer items needed
3. Precook any needed items if there isn't enough space to do at cook session (i.e. meats, pastas, etc.)

Day of Cook Session:

1. Gather all needed food and supply items and make sure you have all need items.
 - a. Verify which items are used for which recipe and you have correct ones
2. Cook Session Leader lead pre meeting to give instructions to all leaders so they understand their jobs. Stress for all to follow the directions in detail.
3. Start with a prayer from prayer card
4. Post on freezer door
 - a. Clipboard on freezer
 - i. Attach new Sign Out sheet for freezer door to clipboard
 - ii. Make sure working writing utensil is hanging with clipboard
 - iii. Put new Items Available in Freezer sign in magnetic frame on freezer
5. Update Inventory Freezer Spreadsheet with all the leftover food items that can be frozen for future cook sessions