

Planning You're the Chef



Use this checklist as a guide to plan your YTC program.

Program Logistics

Program Preparation:

- ☐ Identify a school or organization contact to help promote the program and answer facility-related questions.
 - ☐ Work with the facility contact to decide on timing, space, and logistics, including securing a room with:
 - Tables/desks/counters for cooking surfaces.
 - A minimum of four electrical outlets.
- Easy access to or equipped with:
- A fridge for storing ingredients.
 - Two sinks (one for handwashing, one for food preparation).

Scheduling and Staffing:

- ☐ Schedule at least six sessions (1.5 to 2 hours each) when the room and participants are available.
- ☐ Recruit volunteers (aim for one volunteer per four students).

Resources and Supplies:

- ☐ Plan access to:
 - A photocopier for copying recipes/resources.
 - A cooler for transporting frozen/refrigerated items.
 - An organics bin or plan for disposing of organics.
 - Cleaning and sanitizing solutions for food prep surfaces (coordinate with custodial staff).
 - A first aid kit and develop a plan for handling injuries and completing incident reports.
 - Choose the recipes and plan to purchase the ingredients

Funding and Equipment:

- ☐ Obtain funds to purchase ingredients.
- ☐ Organize access to cooking equipment (WDGPH cooking kits or school/organization resources).

Participant Management:

- ☐ Identify participants and collect registration forms.
- ☐ Provide Parent Registration Letters to interested youth (maximum of 16 youth registered, maintaining a 1:4 volunteer ratio).

Program Content:

- ☐ Review the YTC website for information, resources, and recipes.
- ☐ Choose initial recipes focusing on skill building, food safety, and different preparation techniques.
- ☐ Consider allowing students to choose subsequent recipes after the program starts.

Accessibility and Inclusivity:

- ☐ Anticipate and plan for barriers to participation (e.g., accessibility, religious holidays, multilingual learners, allergies).

Post-Program:

- ☐ Provide completion certificates to each participant (available on the YTC website).
- ☐ If a kit was borrowed, follow the guidelines for packing and returning it to WDGPH.

Running the YTC Sessions

Always consider opportunities to encourage student leadership, particularly as students continue to develop skills and understanding of expectations week to week.

Ready

- ☐ Arrive early to prepare the room.
- ☐ Clean and sanitize cooking surfaces and equipment.
- ☐ Set up workstations with equipment and recipes.
- ☐ Create a central space for shared ingredients with a protocol for access.
- ☐ Avoid preparing ingredients ahead of time, as this is a learning opportunity for the participants.

Set

- ☐ Welcome participants.
- ☐ Ensure participants pull their hair back and wash their hands.
- ☐ Review expectations (e.g., cellphone use, emergency procedures).
- ☐ Review recipes, skills, and ingredients.
- ☐ Demonstrate food skills and encourage practice.
- ☐ Divide participants evenly between stations and assign rotating roles.
- ☐ Discuss movement protocols (e.g., knife safety, ingredient handling, organic disposal).

Cook

- ☐ Encourage discussion of steps, ingredients, equipment, and skills as they prepare the recipe (make sure everyone gets a chance to practise each skill).
- ☐ Allow participants to practise cooking skills independently, provide support as needed (e.g., knife use, sharp equipment).
- ☐ Have participants remind each other about safe food handling and kitchen practices.

Eat

- ☐ Wait till everyone's recipe is complete and eat together.
- ☐ Have participants introduce their recipes and share cooking tips, making connections to their experience (e.g. "We found that cutting peppers can be tricky because _____ so my tip would be _____.")
- ☐ Invite participants to taste the recipes without pressure.
- ☐ Encourage positive discussion about cooking experiences and trying new foods.

Clean

- ☐ Involve participants in cleaning the room and equipment. Cleaning is an important part of the cooking process.
- ☐ Ensure food and equipment are put away properly and room is returned to original set up.