

Kitchen Operations

Permits & Certificates

- You must have a [Kitchen Establishment Permit](#) to legally serve food. You will reapply for this permit once per year (Operations Coordinated manages this).
- All food handlers must have [Food Safety Training](#). We use this online training service. This training is paid for by Ladle (Volunteer Coordinator manages this).
- We are required to be insured by the DSU. We use [Eisenhauer Insurance Inc.](#) This is an insurance broker who communicates directly with insurance companies on our behalf (Operations Coordinated manages this).

Kitchen Culture

- [Accessibility Assessment](#)
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Maintenance

Emergency & Repairs - Any repair or maintenance requests should be forwarded to **Pat Martin (can be found on 3rd floor of SUB, +1 902-830-8324)**. This includes plumbing/electrical and any issues with the fixed kitchen appliances. The Ladle pays an annual maintenance fee which is in excess of the services we actually request. So do not be shy to approach Pat on these issues - it is already paid for!

Cleaning Supplies - We partner with **Chandler**, who supply **commercial cleaning supplies** to Dalhousie and associated businesses on campus. You may also procure things through other avenues if you prefer. The most relevant products to Chandler are the detergent and rinse-aid for the dishwasher/sanitiser (which you will find some stock of behind the plates holder in the kitchen). I otherwise found it easier to procure sanitiser spray/PPE/kitchen towel for cleaning from other places, due to storage limitations and order minimums.

Food Safety

First Aid - As Kitchen Coordinator, you are also responsible for maintaining the **first aid kit** in the kitchen. I'd recommend checking out the provincial guide to first aid at work to ensure you have everything expected of a kit in a working kitchen. Where you get the items from is up to you! You are expected to maintain supply of: all gloves (disposable and marigolds) used in the kitchen, face masks, surface cleaners, floor cleaners, brooms, mop-heads, towels (hand drying, and cleaning).

Food Safety Log - Contains [temperature logs](#), **staff food safety certificates**, and **deep clean list**. Kitchen has a laminated **temp log** sheet to record daily fridge/freezer temperatures, food temps at cooking, and serving. We have been filling this out using dry-erase pens, and have been photographing the sheet and uploading to the Drive weekly before preparing it for the week ahead. [Open/Close checklists](#) should be made.

Scheduling

Staff Schedule Example [here](#). Some staff prefer 'split shifts' whilst others do not, so do discuss with the team whether you'd like to adopt splits going forward. Also, consider when volunteers should arrive and depart from the kitchen. Ladle staff appreciate having the 30min-1hr in the kitchen prior to volunteers joining.

Example: weekly serving schedule

Monday

Kitchen Meeting & Meal Prep w/volunteers

Wednesday

4-6pm prep w/volunteers (optional)

Tuesday-Friday

9:30 am - staff arrival (always two staff in the kitchen)

10:00 am - volunteer arrival and check-in (name, pronouns, fun question)

10:00 am - 12:30 pm - Meal prep

12:30pm - new volunteers arrive

12:30-2pm - Serving

2-3:30pm - cleaning

Expenses

In 2022/23, approximate expenses were \$650 for fresh produce and any additional ingredients per week (so, not inclusive of dry goods - such as beans, grains). That's \$162.50 per serving, and if feeding 300 people, only 54c per meal!

Expenses (Sept 2022-April 2023)

Kitchen Servings			September	October	November	December	January	February	March	April		summer servings
B	Shared Direct Expenses	Total Budget										
b1	Food Costs -Studley	\$32,300	\$4,635	\$3,834.95	\$5,063.27	\$3,016.98	\$5,044.92	\$4,545.79	\$3,461.59	\$1,324.58	spent	\$29,603
b2	Kitchen Non-food Costs - transportation, containers, cleaning, organizing supplies, rentals	\$12,000	\$115	\$650.36	\$455.41	\$34.47	\$1,071.63	\$106.68	\$112.48	\$0.00	spent	\$2,546
b3	Non-kitchen Administration Costs - toner, paper, office supplies	\$1,000	\$0	\$23.63	\$0.00	\$0.00	\$0.00	\$60.94	\$0.00	\$0.00	spent	\$85
b4	Outreach - promotional, giveaways, branding, events	\$1,000	\$182	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$474.19	\$0.00	spent	\$656
	Total budget	\$46,300.00	\$4,933	\$4,508.94	\$5,518.68	\$3,051.45	\$6,116.55	\$4,713.41	\$4,048.26	\$1,324.58	total spent	\$32,890
											whats left	\$13,410.17

Food Ordering

Dry goods

Speerville Flour Mill - Get beans, flours, grains. You can order by email, using the order sheet (available in the Drive, but also by request via email directly in case of update): speerville@explornet.com. Usually takes 7-14 days for delivery, so plan accordingly. Paid by etransfer, so make invoice available to Finance Coordinator once received.

Tare Shop - order via website or by email (we predominantly order via email). Tare Shop have a **wide selection of goods**, including gluten-free oats, gluten-free flour blend, TVP, nutritional yeast flakes, herbs and spices, which you can order by the gram and will be in minimal packaging - yay!: dartmouth@thetashop.com or hello@thetashop.com. Payment is either by card or etransfer once an invoice is created.

Wholesale Club - used predominantly for **oils, sugar, large canned goods (tomatoes, coconut milk)**. We have a business account with them, which provides, I believe, a small discount. The card, which is scanned at checkout, will be left in the kitchen drawers by the kettle :)

Organic Connections - **herbs and spices**, SO MANY! Order online through their website. Delivery is not that speedy, so bear that in mind :) Payment via etransfer is also required before order can be shipped.

Fresh produce

Acadiana Soy - our **fresh tofu hook-up!** Amine has been delivering directly to us weekly, but it is up to you whether you would like to continue this partnership. For 24 blocks of locally produced tofu, it is only \$92.10. It is possible to order more or a lesser quantity. They are a small business operating with a small team, and you can contact them via info@acadianasoy.ca or Amine at 902-401-4784

Square Roots (SMU Enactus group) - main contact person: Lydia, although it is a shared email: SquareRoots@enactusmu.ca **Square Roots work directly with farmers to utilise**

'Second harvest' (crops not meeting grocery store standards, but perfectly usable and nutritious). The cost of this produce is significantly less than supermarkets or grocers, although there is also less choice. The produce is seasonal, but you can expect to see a steady supply of potatoes, beets, onions, and carrots. I have also seen rutabaga and squash on the lists :) They are continuing to seek out partnerships with farms and may well have more produce available in the coming year. There is an order form, located in the Ladle Drive, which is to be filled out on the Monday or Tuesday of the week of the 'drop.' You will be given information regarding drop dates and when the order form is available in a group chat ran by SQR on Facebook. Please email them to request invitation to the group :) Produce has had to be collected on Friday evenings from the Salvation Army community centre in Fairview (Halifax).

JuicyFruit HFX - when I started in 2022, a lot of the suppliers used previously were not able to meet our supply needs, and Juicy Fruit was one of the first to be able to say yes to our demand. They offer next day delivery and have a fairly wide **selection of produce** (although we largely only chose produce that was local). John is the contact person and sends out a price list weekly - where you can see both what is available and what the cost may be. john@juicyfruithfx.com Payments were initially taken by Juicyfruit directly, but after some confusions, we switched to paying by etransfer upon delivery. Make sure to retain the invoices as they come in, because John does not send them via email (unless requested!)

Noggins/Kings Produce: The Noggins on Coburg is the most local (to Dal) grocers. The selection in-store is adequate but not amazing, and they only stock what they expect to sell as a relatively small corner store. However, Noggins is part of a much larger food supplier, Kings Produce, and it is possible to order large quantities with them from various farms, and which will be delivered to Noggins on Coburg for collection. There is a per crate charge for this service, so it was not used heavily last year. **But the choice, locality, and quality of the produce is superior to other suppliers.** Contact Melissa at King's Produce for more information, product lists, and pricing: melissa@kingsproduce.ns.ca

Warehouse Market - had made donations to us in 2022/23. Located in the North End. Do not deliver, but is a partnership between **several local farms/producers**, including Abundant Acres Farm.

Elmridge Farm - for a while, did not do delivery, but are now making that an option, so potentially viable for **produce supply** next year! <https://elmridgeonlinemarket.com/>

Abundant Acres Farm - the farm of DSU Market's preference. I tried to form a partnership with **DSU Market** but they had their own logistical problems (lack of vehicle/driver) and so could only procure enough for the market needs. Perhaps if that can be overcome in 2023... <https://abundant-acres.com/>

Brewery Market - market downtown. Speak to Ted Hutton at the market to discuss supply options. It is likely this will require collection from the market on Saturdays.
Kenny Brothers/CTL Distro/Armstrong (rep: Jeremy Glanville) - a few suggestions made by Amine, our tofu supplier, at the end of term. Maybe worth a punt if you have time!

[Recipes Log \(in the making\)](#)

https://drive.google.com/drive/folders/10nE6IJgcTUUm-hclsUaeXCjcmjZRh9re?usp=share_link