



Setting up a new Community Kitchen Checklist

This checklist contains a number of steps and considerations for setting up a Community Kitchen.

Work out who will coordinate the development of the Community Kitchen. Will it be a Working Group? A Working Group consists of people who will be involved in the development and running of the Kitchen.

Steps	Questions to consider	Comments
1. Identify the need	Who will attend the Kitchen (is it limited to a target group or can the general community attend)?	
	Have the target group been consulted to determine the need/interest for the Community Kitchen?	
	Will it run weekly or fortnightly?	
	What day and time will it run?	
	How many participants can the group have?	
	Will participants be required to financially contribute, and if so, how much?	
	Will other funding be required? Where will this come from?	
	What resources are required to make the Community Kitchen happen?	
2. Identify potential partners	Are there organisations or partners that can help provide the identified resources or support needed?	

3. Locate a Kitchen	Have you considered: <ul style="list-style-type: none"> • community centres • schools • churches • neighbourhood houses • community service providers 	
	Is there an organisation or partner who could provide a suitable venue with a kitchen?	
	Is there a cost for the venue?	
	Will participants be able to travel to the venue?	
	How many participants can the kitchen fit?	
	Is the venue available when needed?	
	Has the kitchen been assessed to ensure it meets OH&S requirements?	
	Will the venue cover the group with their Public Liability Insurance (PLI)? Has a copy of the PLI been obtained?	
	Is there space to store equipment for the group?	
	What kitchen equipment is available to use? What other kitchen equipment is required?	
4. Recruit group leaders	Who will be the group leaders? Will they be volunteers or paid employees?	
	How many group leaders are needed (it is recommended there are at least 2)?	
	Is there any special training requirements group leaders need to help them feel confident in the role?	
	It is mandatory that at least one person in the Kitchen has completed food handling training. Will the group leaders be trained or someone else?	
	What records need to be kept?	

<p>5. Promote the kitchen</p>	<p>How will you advertise for participants?</p> <ul style="list-style-type: none"> • Use the generic CK Flyer • Develop own flyer • Advertise in newsletter • Advertise in local activity directory • Internal newsletters 	
<p>First meeting with the group</p>	<p>How will the group:</p> <p>Grow? Will they grow / harvest produce to use in the kitchen?</p> <p>Plan? How many recipes will be cooked each session? When will they select the recipes? Who will do the shopping?</p> <p>Cook? When will this session be held? How will tasks be divided up?</p> <p>Share? Will the group share the meal together or take it home to their families?</p> <p>Has the group established group guidelines?</p> <p>Have all participant registration forms been completed?</p>	