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Community Kitchen Guideline

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01 Overview

These steps are the results of lessons learned from supporting and setting up 4 community kitchens in different shelters. (Furn El Chebbak, Broumana, Bikfaya and Mtain). Each shelter has adopted slightly different models that are ever changing.

02 Steps

01

1- Identify shelters that are willing to operate a community kitchen.

If you have no relation with the shelter:

2- Call or meet the trusted focal point of the shelter and assess their current needs, resources, vision (short/long term), motivations to set up the community kitchen.

02

Questions to consider:

- *Do you have good enough trust and alignment with the management of the shelter?*
- *How are the meals being provided today? (breakfast, lunch & dinner)*
- *Motive for setting up a community kitchen? Who is pushing for it?*
- *Any external initiatives donating raw material? What is the stock available?*
- *What equipment and infrastructure is available? Water access and availability?*
- *Storage area? Fridge?*
- *Are there experienced cooks and volunteers willing to take charge of the kitchen operation?*
- *Anyone from the shelter can ensure transportation of fresh produce, food waste, on a daily basis etc...?*
- *Is there a/many residing cooks that could operate the kitchen with a team of minimum 4 to 5 people?*
- *Connection with farmers or dekken around that can provide fresh produce? and give food waste in return for their compost system?*

03

3- Make sure if the shelter has a food supply plan for the near future.

If not, assess if your team and/or other organization can provide quantities needed.

Ideally to ensure supply for at least 3 weeks of kitchen operations to make it worthwhile the time, energy and resources you are all investing in this project.

Whatever the reality is, always give all the information, stay as much transparent as possible (eg: we can deliver supply for the next 2 weeks, we don't know for later). Share a weekly menu sample to help visualize the quantities and the process in the long term. (Annex 1)

Share estimates of quantities + cost of raw material for 1 week, 1 month. (1.5 to 2\$ per person)

04

4- Scout for the best location, taking into account water accessibility, plumbing/drainage, wind, and windows, temperatures etc...

NB: you might encounter some legal issues here like someone saying that you cannot do a hole here or you cannot take water if you don't ask permission from X. Usually this gets solved but it requires extra follow-up, don't give up !

05

If OK with management:

5- Identify and form the kitchen team with the shelter management (1 lead chef, 1 sous chefs, 4 helpers). Inform them about the kitchen setup and if they are okay with taking such responsibilities.

06

If OK with kitchen team & management:

6- Order equipment and utensils (Annex 2) depending on size and what they have available

(this can take 1 to 3 days between procurement and delivery)

Budget between 500 to 2500 USD depending on size of shelters and grade of equipment.

07

7- Upon delivery of equipment & utensils - sign a Material Receipt Note (Annex 3) with the shelter manager and kitchen chef ensuring that all items provided are your property (or individuals who donated) and that you will take them back and/or agree on what to do with them once the shelter is no longer operational for hosting displaced people.

08

8- Setup the kitchen with the team that will be in charge. It is helpful to have 1-2 volunteers with you for support. Test the burners and gas bottles.

09

9- Announce the opening of the central kitchen with the management of the shelter.

Management and kitchen team set the menu for the first week with what is available or provided at the moment, making it easy for the first few times. (ie: lunch on Mon/Wed/Fri and dinner Sat)

Share information on hygiene & food safety to the kitchen team (Annex 4)

10

10 - Order fresh produce and ensure transportation. If products are coming from a nearby provider, people from the shelter could be taking care of delivery.

11

11- Operate the kitchen with your first planned meals !!

It is ideal to have an external experienced and trustworthy chef with 1-2 volunteers (including the focal point) to help in the kick-off phase (3-4 days of operations). This will allow quick improvement of the process, remove a bit of weight on the kitchen team in the shelter with the support of the external chef, and participate all together to optimize the whole process.

But at the same time, it is important that your role as an external doesn't take a lot of space so people can take ownership. Try to find the right balance.

12- Conduct a small discussion a week after to evaluate the situation (in some cases it does not need a discussion as problems might be very visible from the first days). The community kitchen as you thought of might not work and the people might choose another system such as cooking in smaller groups by turns, or implementing smaller kitchens on each floor.

Always try to make it the easiest for logistics and operations. There will be some compromise, find the right balance.

Give the process enough time to test it, don't give up!

03**Annex 1 - Menus and Quantities****04****Annex 2- List of Equipment
for the kitchen****05****Annex 3 - Material Receipt Note****06****Annex 4 - Safety & Hygiene**

03 Annex 1 - Menus and Quantities

x120 people

- Spaghetti Bolognese
- Tomato Penne
- Bulgur with Tomato and Yogurt (Bulgur bi banadura w laban)
- Lentils and Rice with Cabbage Salad (Mdradra w salatet malfouf)
- Potato and Rice Stew (Yakhnet batata w riz)
- Rice with Chicken (Riz 3a djej)
- Vegetable Stew (Yakhnet khodra)
- Lentil Soup with Lemon (Shorbet 3adas bi 7ammod)
- Peas and Carrots with Rice (Bazella w riz)
- Freekeh with Vegetables (Freekeh w khodra)
- Bean Stew (Yakhnet fassoulia)
- Tuna salad (pasta aw riz)

Include breakfasts:

- Balila
- Sandwich labneh w khodra
- Sandwich beid w batata
- Foul mdamas

Tuna Salad	Quantities
Tuna	5kgs
Pasta or rice	8kgs
Tomatoes	5kgs
Cucumbers	5kgs
Corn	4kgs
Olives (pre-cut)	3kgs
Mayonnaise	1/2kg
Olive oil	Relatively
Salt & Pepper	Relatively

Annex 1 - Menus and Quantities

Spagetti Bolognese	Quantities for 120
Carrots	7kgs
Onions	5kgs
Garlic	3kgs
Minced meat	3kgs
Tomato sauce	1kg
Oregano	2 big bunches
Spaghettis	18kgs
Salt & Black pepper	Relatively
Olive oil	Relatively
Basil	Relatively
Meat Broth	6 cubes

Penne Banadura	Quantities for 120
Tomatoes	8kgs
Onions	5kgs
Garlic	3kgs
Basil	6 big bunches
Oregano	2 big bunches
Penne	18kgs
Tomato sauce	250g
Olive oil	Relatively
Salt & Black Pepper	Relatively

Burghol Banadoura	Quantities
Tomatoes	
Onions	
Garlic	
Chicken broth	
Bulgur wassat	
Oregano	
Tomato sauce	
Olive oil	
Salt & Black Pepper	
Laban	25L
Cucumbers	
Mint	

Mdardara and Salad	Quantities
Onions	7kgs
Garlic	1kg
Lentils	5kgs
Rice	8kgs
Cumin	Relatively
7 spices	Relatively
Olive oil	Relatively
Salt & Black Pepper	Relatively
Malfouf	12kgs
Lemons	6kgs
Vinegar	Relatively
Summac	Relatively

Annex 1 - Menus and Quantities

Yakhnet Batata with Rice	Quantities
Potatoes	8kgs
Carrots	6kgs
Zucchini	7kgs
Onions	6kgs
Garlic	1/2kg
Meat broth	5 cubes
Rice	8kgs
Tomato sauce	1/2kg
7 spices	Relatively
Cumin	Relatively
Olive oil	Relatively
Salt & Black Pepper	Relatively

Riz 3a djej and salad	Quantities
Ground beef	6kgs
Rice	8kgs
Butter	Relatively
7 Spices	Relatively
Cinnamon	Relatively
Salt & Black Pepper	Relatively
Slivered almonds	500g
Olive oil	Relatively
Chicken breasts	8kgs
Cloves	Relatively
Onions	3kgs
Chicken broth	4 cubes

Yakhnet Khodra with Rice	Quantities
Cauliflower	7kgs
Brocoli	7kgs
Carrots	6kgs
Potatoes	6kgs
Onions	5kgs
Garlic	1/2kg
Vegetables broth	5 cubes
Tomato sauce	1/2kg
Rice	8kgs
Olive oil	Relatively
Salt & Pepper	Relatively
7 spices	Relatively
Oregano	Relatively

Lentil Soup	Quantities
Potatoes	7kgs
Chard	4kgs
Onions	3 kgs
Garlic	1/2kg
Lentils	6kgs
Vegetable broth	4 cubes
Cumin	Relatively
Coriander	6 big bunches
Lemons	5kgs
Olive oil	Relatively
Salt & Pepper	Relatively


04 Annex 2 - List of Equipment for the kitchen

The list of items below could feed up to 400 people. If you have a larger scale, you could adapt as you see fit with the kitchen team.

A. Cooking + Prepping unit

- 3 big pots (stainless preferably) 80-120L
- 3 large burners (with high legs if possible) or gaz stove (with 2 or 3 disks preferably) for high fire
- 3 gas bottles
- 2 medium pots for reheating or other (40-80L) (optional)
- 3 large skimmers
- 3 large wooden spoons/ spatulas
- 3 large ladles
- 2 XL plastic bowls + 2 fitting plastic strainers
- 2 medium plastic bowls + 2 fitting plastic strainers
- 2 large stainless bowls + 2 stainless strainers
- 4 large cutting boards 60x40 (color coded preferably, one for meats, one for vegetables...)
- 4 cutting knives (color coded preferably, one for meats, one for vegetables...)
- 1 big manual lemon juicer
- 2 wood and mortar for garlic large
- 2 solid tables – foldable or stainless depending on budget and capacity (240x70)

04 Annex 2 - List of Equipment

		
3 LARGE BURNERS	3 GAS BOTTLES	3 BIG POTS (80-120L)
		
4 CUTTING KNIVES	4 LARGE CUTTING BOARDS	2 LARGE STAINLESS BOWLS
		
2 XL PLASTIC BOWLS 2 MEDIUM PLASTIC BOWLS	2 LARGE STAINLESS STRAINERS	2 XL PLASTIC STRAINERS 2 MEDIUM PLASTIC STRAINERS
		
3 LARGE SKIMMERS	3 LARGE WOODEN SPOONS	3 LARGE LADLES
		
2 large mortar for garlic	1 BIG MANUAL LEMON JUICER	2 SOLID TABLES

04 Annex 2 - List of Equipment for the kitchen

B. Storage unit

- 1 good large fridge if possible
- 5 large stainless steel containers with lids large (to store remaining food)
- solid shelves for raw material, spices, herbs, and utensils
- baskets for vegetables & fruits

C. Serving, washing & drying unit

- 1 stainless sink
- melamine deep plates (number of people in shelter)
- forks + spoons (number of people)
- 1 solid table for washing station(180cm x 70)
- 1 metal container to collect organic waste
- 6 medium plastic containers (filled with water and cleaning detergents)
- 6 brushes to scrub fat and liquids
- 6 sponges
- 1 large aluminum pot at the end with boiling water
- 1 vertical drying shelves
- bottles of vinegar
- detergent bottles
- 10 drying clothes

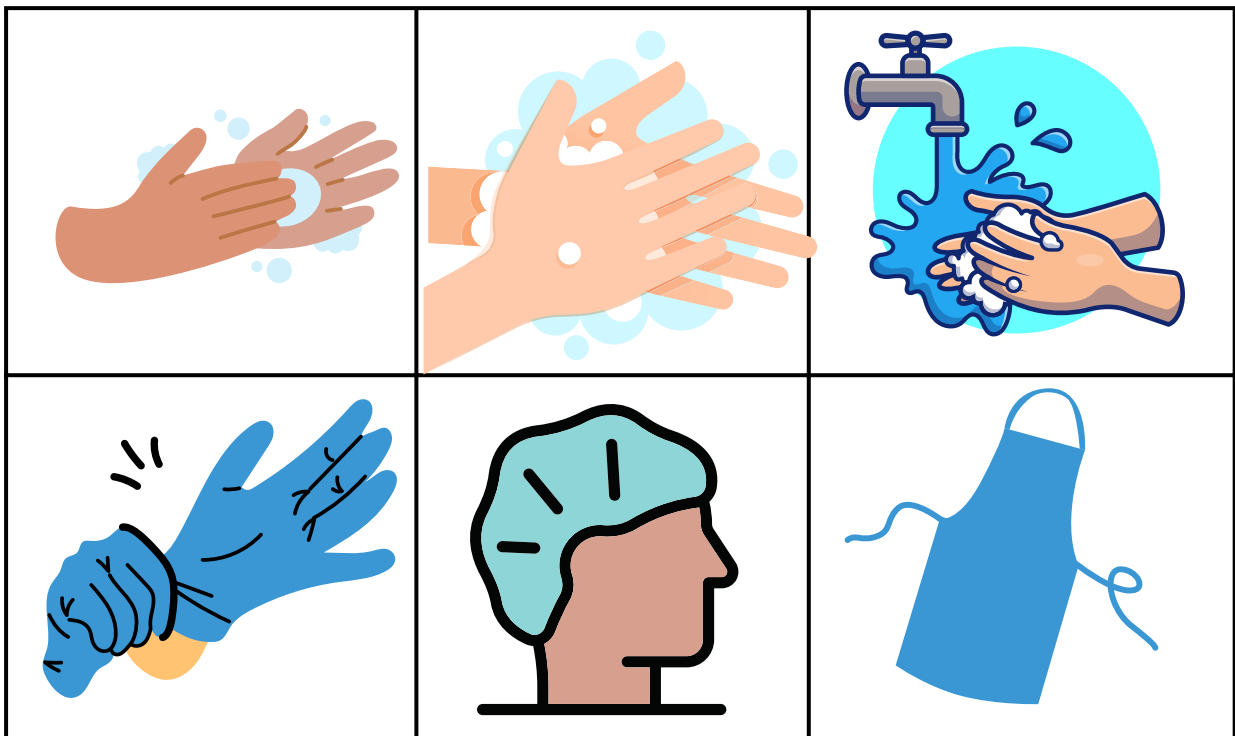
05 Annex 3 - Material Receipt Note

Material Receipt Note			
Kitchen Name إسم المطبخ		Date التاريخ	
Location المكان			
Material Received المستلمة المعدات		Quantity الكمية	
big pots (stainless preferably) 80-120L			
large burners (with high legs if possible) large gaz stove (with 2 or 3 disks preferably) for high fire			
gas bottles			
medium pots for reheating or other (40-80L) (optional)			
large spoons with holes			
large skimmers			
large wooden spoons/ spatulas			
large ladles			
XL plastic bowls + 2 fitting plastic strainers			
medium plastic bowls + 2 fitting plastic strainers			
large stainless bowls + 2 stainless strainers			
large cutting boards (60x40) color coded preferably, one for meats, one for vegetables...			
cutting knives			
big manual lemon juicer			
wood and mortar for garlic large			
solid tables – foldable or stainless depending on budget and capacity (240x70)			
good large fridge if possible			
large stainless steel containers with lids large (to store remaining food)			
solid shelves for raw material, spices, herbs, and utensils			
baskets for vegetables & fruits			
stainless sink			
melamine deep plates (number of people in shelter)			
forks + spoons (number of people)			
solid table for washing station(180cm x 70)			
metal container to collect organic waste			
medium plastic containers (filled with water and cleaning detergents)			
brushes to scrub fat and liquids			
sponges			
large aluminum pot at the end with boiling water			
vertical drying shelves			
bottles of vinegar			
detergent bottles			
drying clothes			
<p>I, the undersigned, confirm receipt of the above-mentioned material on behalf of the kitchen, acknowledging that the donor will take them back and/or agree on what to do with them once the shelter is no longer operational for hosting displaced people. إدارة. وأقر بأن الجهة المتبرعة سوف تسترجعها أو تتفق مع إدارة. أنا الموقع أدناه، أؤكد استلام المواد المذكورة أعلاه نيابة عن المطبخ، وأقر بأن الجهة المتبرعة سوف تسترجعها أو تتفق مع إدارة. المطبخ على ما يجب فعله بها بمجرد أن يتوقف المأوى عن العمل لاستضافة النازحين.</p>			
Name of shelter focal point & Phone number إسم مسؤول الملجأ ورقم الهاتف		Signature التوقيع	
Name of shelter focal point & Phone number إسم الطاهي ورقم الهاتف		Signature التوقيع	

06 Annex 4 - Safety & Hygiene

A. Personal Hygiene

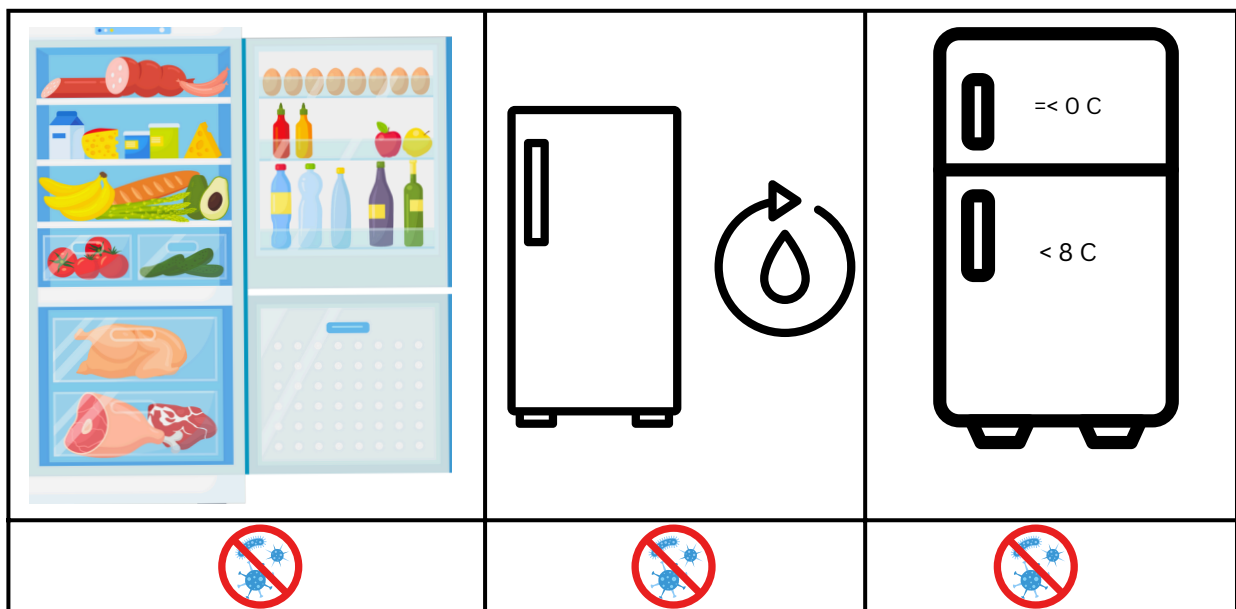
- Hand washing: Wash hands thoroughly with soap and hot water for at least 20 seconds before and after handling food.
- Hair and Nails: Keep hair tied back or wear a hairnet, and maintain short, clean fingernails. Avoid wearing rings or other jewelry that could make hand washing difficult.
- Uniforms and Protective Gear: Wear clean uniforms like aprons every day, only putting them on at the workplace. Use disposable gloves when handling raw and cooked food, and wear non-slip, closed shoes
- Gloves: Gloves are used to protect food from contamination and not to protect your hands. Gloves only remain clean until you touch a contaminated surface, including your hair or face, sneezing or coughing into the gloves, handling cash, using a phone, or shaking hands, etc. In any of these cases, gloves must be changed immediately before continuing work.
- Health Status: Do not prepare food if you are ill, especially with symptoms like diarrhea or vomiting. Wait at least 2 days after symptoms have stopped before preparing food for others.



06 Annex 4 - Safety & Hygiene

B. Food Storage and Handling





- Correct Food Storage: Ensure raw meat, poultry, and fish are stored at the bottom of the fridge to prevent juices from dripping onto other foods.
- Defrosting: Defrost food in the fridge to prevent bacterial growth. Avoid sudden temperature changes.
- Temperature Control: Store food at the correct temperatures: refrigerate at below 8°C and freeze at 0°C or below.



C. Cross-Contamination Prevention

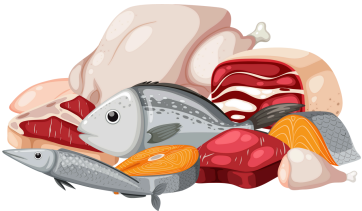

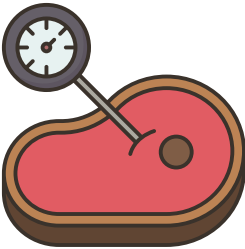


- Separate Utensils and Surfaces: Use different utensils, cutting boards, and knives for raw and cooked foods to avoid cross-contamination. Use Color-Coded Cutting Boards and Knives for easy and efficient use. Clean these items thoroughly after each use. To prevent cross-contamination between raw and cooked foods.
- Separate Storage: Keep raw meat, poultry, fish, and vegetables separate from ready-to-eat foods. Use Food-Grade Storage Containers clearly labeled and airtight to prevent cross-contamination.

06 Annex 4 - Safety & Hygiene

	
Use for Raw Foods 	Use for Cooked Foods 

D. Cooking and Serving

- Proper Cooking: Cook all meat, poultry, and seafood to at least 70°C to kill harmful bacteria such as E. coli, Salmonella, and Listeria monocytogenes. Use food thermometers.
- Chilling: Chill food rapidly; it should drop from 65°C to 10°C in no more than two hours. Use adequate freezers and blast chillers if necessary

		
	70 Celsius	

06 Annex 4 - Safety & Hygiene

E. Cleaning and Sanitizing

- General Cleaning: Clean food areas and equipment between different tasks, especially after handling raw food. Use cleaning products suitable for the job and follow the manufacturer's instructions
- Ovens and Sinks: Clean ovens and sinks daily. Use hot soapy water and sanitizing solutions to ensure thorough cleanliness
- Countertops and High-Touch Areas: Wipe down countertops, fridge doors, knobs, and handles on appliances and taps regularly to prevent the spread of bacteria
- Dishwashing: Wash dishes with hot soapy water. Do not reuse dirty dish cloths or sponges; clean and dry them thoroughly after each use.



F. Waste Management and Pest Control

- Regular Bin Changes: Change the kitchen bin regularly to prevent bacterial growth and pest infestations. Store food waste and other rubbish properly to avoid attracting pests.
- Clutter-Free Kitchen: Keep the kitchen clean and clutter-free to prevent bugs and rodents from breeding.


G. Monitoring and Documentation

- Regular Monitoring: Regularly monitor working practices and controls, and document evidence of risk assessments and the implementation of safety measures. Keep records of food safety training and cleaning schedules.

06 Annex 4 - Safety & Hygiene

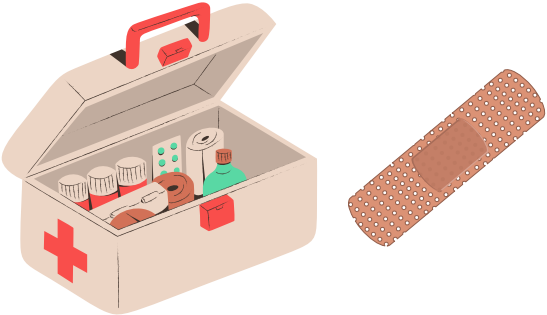

H. Kitchen Facilities and Design

- Handwashing Stations: Strategically placed near work areas:
- soap dispensers
- paper towels
- hand sanitizers
- Footwear Sanitizing Mats: For staff to sanitize shoes before entering food-prep areas
- Sanitizing Stations: With disinfectants for regular cleaning of equipment and surfaces.
- Hygiene Signage Posters: Visual reminders for handwashing, equipment use, and proper cleaning protocols.

			
Soap Dispenser	Paper Towels	Hand Sanitizer	Foot Sanitizing Mat

I. Health and Safety

- First-Aid Kits: Accessible for minor cuts or injuries.
- Fire extinguisher: Accessible in kitchen.

	
First-Aid Kit	Fire Extinguisher