

Self-Op KM Handbook

IN THIS HANDBOOK

what, when, where to order

menu planning

special events

tips & tricks

introduction

Congrats and welcome to your role as a Kitchen Manager! Your position is incredibly important for the functioning of a happy, healthy house. In addition to making important house decisions with the rest of your house staff, kitchen managers have significant influence on the overall sustainability of the house and the responsibility of providing their housemates with healthy, nourishing food!

This guide is meant to introduce you to the responsibilities of your new role, teach you the in's and out's of your weekly tasks, and be a resource you can come back to throughout the year.

In addition to this handbook, your staff training leaders, past kitchen managers, and ResEd staff are great people to ask for advice.



the basics

What is a KM?

As kitchen manager, you have the responsibility of providing nutritious food for fellow residents while staying conscious of house finances, keeping the kitchen clean and stocked, and work with residents and other staff members.

Your weekly tasks will usually include:

- Taking stock of the pantry and current leftovers
- Ordering food from multiple vendors
- Bringing deliveries into the kitchen and stocking them properly
- Listening to resident feedback

How do I tackle this job?

This job is no joke, but with a structured ordering schedule, frequent meetings with your chefs and FM, and a passion for food and the community it brings, this job will be fun and rewarding.

In order to make sure your job is manageable, our recommendation is to:

- 1) Set up a weekly meeting time with your partner to speed things up, prevent double-ordering, and fairly split work,
- 3) Rope in house members when possible. For big tasks, like stocking large orders, it's super useful to have extra hands on deck! If needed, talk to your staff about making kitchen stocking a house job.

working with your FM

1) Receipts, receipts, receipts!

After every purchase, make sure to snap a picture of the receipt before you lost it. For online purchases, forward confirmation emails to your FM.

2) Purchase with the house card.

While you might have to dash out at the last minute for head cook ingredients every now and then, try to put all house purchases on the house card. It makes things a lot easier to track and eliminates work for your FM.

3) The average is all that counts.

The first few orders of the quarter might be scarily over budget. No worries! Bigger orders in the beginning of the year will be offset by smaller orders towards the end.

4) Budget ahead for special events.

Having truffle at Special D and catering breakfast during Finals Week is great, but make sure to plan ahead of time with your FM so the funds are there when you need them.

Nutrition Corner

During training, you will receive a more comprehensive nutrition training. Below are some highlights and recommendations for different nutrients/minerals to keep in mind while you are ordering food for your residents. Please access a full nutrition chart on the SOS website (studentorganizedservices.com) for a full nutrition breakdown.

Protein

The hot topic of everyone's diets these days. In reality most people get more than enough (150%) of their daily protein needs. What is important to remember with protein is that it's not just amount but that you're getting complete protein sets.

There are **9** essential amino acids.

These are the nine amino acids that we can't produce on our own.. It is important that we make sure to get complete sets of these amino acids. Some examples of complete proteins would be rice and beans, amaranth, peanut butter and bread, eggs, and most meat products.

The daily recommended intake for protein is **56** grams for men and **46** grams for women.



1 egg = **6** grams

1 cup lentils = **18** grams

1 cup chicken, chopped = **38** grams

A visual guide to protein portions:
[CLICK HERE](#)

Carbohydrates

There are good carbs we promise! Good carbs are high in fiber, meaning they will take longer for the body to break down (more energy for longer time!). Refined carbs (aka carbs that have had their fiber removed) are not good for the body and should be avoided.

The daily recommended intake for carbs is **300** grams for men and **250** grams for women.

Find good carbs in vegetables, whole fruits, legumes, nuts, seeds, whole grains, and potatoes.



Fats

Similar to carbohydrates, there are some good fats out there! These fats are monounsaturated fats and polyunsaturated fats. BAD fats include trans fat and saturated fat.

The daily recommended intake for fats is **77** grams for men and **44** grams for women.

you can find good fats in olive oil, canola oil, nuts, seeds, fish, and sunflower oil.

Water

The lifeblood!! Stay hydrated! Make sure your body is getting the liquid it needs (and not just the alcohol).

The daily recommended intake for water is **15.5** cups for men and **11.5** cups for women.



Find water in the sink, the water fountain, the soda machine, the fountains (?!?! jk..)

what to order

These are the basic food groups your orders will break down into. Specifics are available on the next page.

Snacks

Get mostly bulk food items and a variety of salty, sweet, chocolaty, healthy, etc., etc. things that people can eat while studying.

Granola and Breakfast Items

nutrigrain, oat bars, luna bars, z bars, etc. Think about things that people can grab before class or before practice.

Dairy

Talk to your chef about what yogurt/milk orders you want for your house! Your chef will take care of these

Beverages

Tea, coffee, and other beverages that your house might like.

Specialty Items

Finals week fun foods. Mid-week perk-me-ups. Surprise your house every now and then!

Weekly Shopping List

This is what you can expect a normal weekly shopping list order to look like. Use Sundridge Organics and Costco as your vendors and get creative! This is just a guide to help you navigate the general items you might want to consider.

BREAKFAST ITEMS

- Nutrigrain
- Oat Bar
- Luna bar
- Z bar
- Bread (x2)
- Bagels (x6)
- Muffins (x6)

BEVERAGES

- Green Tea
- Jasmine Tea
- Black
- Chamomile
- Earl Grey
- Coffee
- Capri Sun

SNACKS

- Whole Wheat Fig Bars
- Chocolate Covered Almonds
- Dates
- Chocolate Pretzels
- Yogurt Pretzels
- Salted Pretzels
- Peanut M&Ms
- Rice Crackers
- Sesame Sticks
- Tortilla Chips (x2)
- Pita Chips
- Skinny Pop
- Cheese
- Noosa
- Chocolate Covered Raisins
- Gummy Worms
- Plantain Chips
- Apple Rings
- Corn Nuts
- Dried Mango
- Dried Apricots
- Banana Chips
- Hummus
- Guac
- Chocolate blobs (blueberries...)
- Apple Sauce
- Oatmeal cups
- Baby Carrots

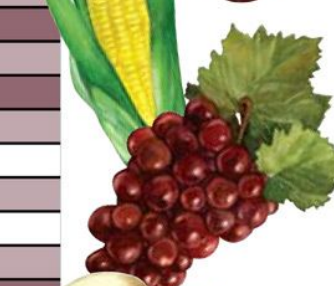
OTHER

- Cup o Noodles
- Mac and Cheese
- Vegan Dino Nuggs
- Chocolate

What's in Store *this* Season...?

Even in sunny Southern California, fresh fruits and vegetables have seasons – but there are plenty of local choices available year round.

	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Apples												
Apricots												
Artichokes												
Asparagus												
Avocados												
Basil												
Beans, Green												
Beets												
Broccoli												
Brussels Sprouts												
Cabbage												
Carrots												
Cauliflower												
Celery												
Chard												
Cherries												
Chili Pepper												
Citrus												
Collards												
Corn												
Cucumber												
Dates, Medjool												
Eggplant												
Figs												
Grapes												
Kale												
Kiwi												
Lettuce												
Melons												
Mushroom												
Nectarines												
Okra												
Onion, Dry												
Onion, Green												
Peaches												
Pears												
Pears, Asian												
Peas, Green												
Peppers												
Persimmons												
Plums												
Pomegranates												
Potatoes												
Raspberries												
Spinach												
Squash, Summer												
Squash, Winter												
Strawberries												
Tomatillos												
Tomatoes												



STOCKING SNACK SHELVES

Discourage unhealthy eating habits & make your food last longer!

UPPER SHELVES



HEALTHY FOODS, ON THE GO SNACKS

Healthy foods should be placed on the upper shelves to encourage people to access them. Easy access means residents will subconsciously opt-in.

Examples:
Breakfast bars
Fruit in a bowl
Banana chips
Dark chocolate covered berries
Trail Mix
Granola

MIDDLE SHELVES



MODERATELY HEALTHY SNACKS

Moderately healthy snacks are good to stock in a less-easy to reach place on the shelf.

Examples:
Pretzels
Kettle Chips
Popcorn
Pita chips

BOTTOM SHELF



LEAST HEALTHY SNACKS

Unhealthy foods need to stay out of sight and out of mind. Make these snacks hard to reach, and you'll deter your residents from eating them.

Examples:
Oreos
Mac and Cheese
Doritos
Cheetos
Cup O Noodles

PUT 1/2 OF SNACKS OUT AT BEGINNING OF WEEK AND REMAINDER
HALFWAY THROUGH THE WEEK TO DETER STOCKPILING

where to order

DRY FOODS

- Sunridge Farms (sunridgefarms.com)
- All Bulk Foods (allbulkfoods.com)
- Costco Business (costcobusinessdelivery.com)

PRODUCE

- Veritable Vegetable (veritablevegetable.com)
- Earl's Organic Produce (earlsorganic.com)
- GreenLeaf (greenleafsf.com)
- Stanford Farm CSA (text Nick Peters at 650-520-0673)

DAIRY

- Michal the Milkman (michalthemilkman.com)

MEAT

- Oronato (call 650-794-9272)

SEAFOOD

- Four Star Seafood (fourstarseafood.com)

For products that can't be found through the above distributors, look to Amazon, Instacart, and specialty grocery stores.



Plant Forward Dining

“Plant-forward” is defined by the Menus of Change initiative as “a style of cooking and eating that emphasizes and celebrates, but is not limited to, plant-based foods—including fruits and vegetables (produce); whole grains; beans, legumes (pulses), and soy foods; nuts and seeds; plant oils; and herbs and spices—and that reflects evidence-based principles of health and sustainability.”



Stanford Criteria

- 1 vegetarian lunch and 1 vegetarian dinner (random time during the week)
- dinner with more plant protein than meat protein
- more entrées with mixed meat protein
- seasonal vegetables and fruits

MESSAGING

Avoid using term "Meatless Monday" or "Vegetarian"

Use descriptive adjectives to describe the look, feel, and origin

Veggie Stew → Moroccan Spiced Lentil Stew

Corn Slaw → Chef Nick's Corn Slaw

Veggie Curry → Mild and Sweet Chickpea and Potato Curry

Special Events

TIMELINE:

3 weeks before:

- Determine theme with staff
- Confirm date with chef and hasher

2 weeks before:

- Send out RSVP form
- Finalize + order decorations
- Fill out OT request form
- Assign set up/clean tasks to house staff/socials
- Rent chairs/ceramic plates/photo booth etc.

1 week before:

- Close RSVP form
- Start putting up decorations

Week of:

- Decorations
- Move furniture

Day of:

- Final touches
- THANK YOUR STAFF

Night after:

- Clean up crew!

Sunday night:

- Handle leftovers

Special Events II

Important to remember:

- THANK YOUR KITCHEN STAFF
- STAY SOBER
- HAVE A CLEAN UP CREW

Before Breaks

See who is staying through the end of the week

Make sure kitchen is in order before depart

Have a leftover plan!!

Communicate w/ your chef

tricks & tips

1. Take requests early and often from your residents! Having a streamlined process for submitting requests like a Google Form will help you and your housemates.
2. Constraints on your budget and time mean you won't be able to please everyone. Be prepared to hear complaints; don't take them personal!
3. KM's can have a huge impact on the sustainability of the house. When ordering for your house, think about emphasizing organic foods, limiting packaging, and buying locally-grown produce.
4. Have fun getting to know your chef, your housemates, and the vendors you'll be working with!

