

Co-op KM Handbook

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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. At a co-op, the KM role is a larger undertaking because there's no professional cooking staff.

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
- Communicating with head cooks about needed ingredients
- 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 fellow KM's, 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.

DRY GOODS & STAPLES

Things you'll only be ordering in bulk to last a whole quarter, if not a year! Includes beans, grains, spices, flour, oats, teas, ramen noodles, peanut butter, jams, nuts.

PRODUCE

Fruits and vegetables. Try to get these local, in season, and organic when possible. Vendors often also sell dairy, select dried fruits and nuts, tofu, and bread items.

DAIRY

Milk, cheese, butter, ice cream, eggs. May also include tofu depending on vendor. Prioritize organic, local products as your budget allows.

PROTEINS

Meat and meat substitutes, such as Impossible Burger, Gardein frozen products, tofu, etc. Prioritize organic, local products as your budget allows.

SPECIALTY ITEMS

Includes special requests, ethnic ingredients, head cook ingredients, and food for special events.

NOTE: Some food items, like tofu or frozen produce, are provided by many vendors. Make sure to communicate with your partner KM about who is responsible for these items to avoid double ordering.

week 0 shopping list

It's Week 0 and there's nothing in the kitchen! Remember that you'll be purchasing staples to last you the quarter or even the entire year, so these initial orders should be significantly more than your weekly budget. Buying in bulk now will save your significant time and money throughout the year.

We have compiled a general checklist of ingredients for your first order. Modify to suit your house's needs and preferences.

SPICES

- | | | |
|-----------------|---------------------|---------------------|
| -Allspice | -Cloves | -Nutmeg |
| -Basil | -Crushed red chiles | -Nutritional Yeast |
| -Bay leaf | -Cumin | -Oregano |
| -Caraway | -Curry powder | -Parsley |
| -Cardamom | -Fennel seeds | -Rosemary |
| -Cayenne | -Garam masala | -Sage |
| -Chili powder | -Ground coriander | -Thyme |
| -Cinnamon | -Cream of Tartar | -Turmeric |
| -Bouillon Cubes | | -Crushed Red Pepper |

SAUCES

- | | |
|----------------------|-----------------|
| -Apple Cider Vinegar | -Maple Syrup |
| -Rice Vinegar | -Barbecue Sauce |
| -Balsamic Vinegar | -Mayonnaise |
| -White Vinegar | -Ketchup |
| -Soy Sauce | -Tapatio |
| -Hoisin Sauce | -Sesame Oil |
| -Sriracha | -Agave Syrup |

GRAINS

- | | |
|-----------------|-----------------|
| -Rolled Oats | -Rolled Oats |
| -Steel-Cut Oats | -Steel-Cut Oats |
| -Brown Rice | -Brown Rice |
| -Jasmine Rice | -Jasmine Rice |
| -Long Grain | -Long Grain |
| White Rice | White Rice |
| -Quinoa | -Quinoa |



week 0 shopping list

PROTEINS

- Lentils
- Black Beans
- Split Peas
- Garbanzo Beans
- Pinto Beans
- Kidney Beans
- Cannellini Beans
- Vital Wheat Gluten
- Frozen Edamame

TEA & COFFEE

- Green
- Jasmine
- Black
- Chamomile
- Earl Grey
- Chai Spice
- Hot Cocoa
- Coffee
- Peppermint

KITCHEN STAPLES

- Canola Oil
- Olive Oil
- Coconut Oil
- Coffee
- Fruit Juice
- Tomato Paste
- Coconut Milk
- Oat Milk
- Peanut Butter
- Almond Butter
- Jam
- Honey
- Canned Tomatoes
(Puree, Paste, Sauce,
Crushed)
- Frozen Berries

BAKING

- White Flour
- Whole Wheat Flour
- Rice Flour
- White Sugar
- Vanilla Extract
- Brown Sugar
- Dry Yeast
- Baking Soda
- Baking Powder
- Chocolate Chips
- Cocoa Powder

SNACKS

- Granola/Protein Bars
- Whole Wheat Fig Bars
- Chocolate Covered Almonds
- Animal Crackers
- Dates
- Chocolate Pretzels
- Yogurt Pretzels
- Salted Pretzels
- Peanut M&Ms
- Rice Crackers
- Sesame Sticks
- Chocolate Covered Raisins
- Gummy Worms
- Sour Gummy Worms
- Granola
- Plantain Chips
- Apple Rings
- Corn Nuts
- Red Licorice
- Dried Mango
- Dried Apricots
- Banana Chips
-

NUTS/SEEDS

- Chia Seeds
- Flax Seeds
- Pumpkin Seeds
- Sesame Seeds
- Almonds
- Pecans
- Peanuts
- Hazelnuts
- Walnuts
- Pistachios

And don't forget
to order
perishable goods
to last the week!

weekly shopping list

Your weekly shopping list will be centered around ordering perishable goods (dairy, produce, carbs, proteins) and replenishing kitchen staples as needed.

PRODUCE

-A healthy variety of fruit and veg. See what your house likes!

CARBS

- Tortillas
- Bread (if house doesn't do bread bake)
- Pasta Noodles
- Ramen Cakes
- Cereals

DAIRY

- Salted/Unsalted Butter
- Milk (Skim, 1%, 2%)
- Plant Milk (Soy, Oat, Almond, etc.)
- Cheese (dairy and non-dairy)
- Eggs
- Sour Cream
- Cream Cheese
- Whipped Cream



MEAT & SEAFOOD

- As needed

Remember that your weekly orders should be tailored to the preferences of your residents, any shortages in non-perishables and kitchen staples, special requests, and head cook meals.

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												



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.



vendors 101

Tips for some of the vendors you'll be dealing with this year!

COSTCO BUSINESS

OVERALL: Using Costco can help reduce the number of vendors you're dealing with because you can get pretty much everything there, but there is much less variety within each category and less transparency about sourcing.

DELIVERY: Costco delivers any day of the working week. Make sure to put in your order a minimum of two days in advance.

ORDER MINIMUM: \$250

SUNRIDGE FARMS

OVERALL: There is where you'll get major bulk items! Bigger sizes give you more bang for your buck in the beginning of the quarter or year. Switch to smaller sizes from Costco or Instacart as the year is winding down.

DELIVERY: Order by Tuesday at noon for delivery on Wednesday each week.

ORDER MINIMUM: \$350

INSTACART

OVERALL: Use Instacart for specialty items you can't get anywhere else or things you need in a time crunch. Dealing with the app can be a bit annoying.

DELIVERY: Same-day or next-day.

ORDER MINIMUM: None, but may incur a delivery fee.

GREENLEAF SF

OVERALL: Amazing assortment of produce, dairy, plant-based proteins, and other specialty goods. Greenleaf are pricier for high-quality products and transparent, sustainable sourcing.

DELIVERY: Same-day or next-day.

ORDER MINIMUM: \$350

cleaning

Maintaining the condition of your house's kitchen is important part of your role! Cleanliness and orderliness is key for food safety, waste reduction, and easier ordering. We have compiled some tips on how to clean the trickiest areas in the kitchen.

CLEANING THE GRIDDLE

1. Turn the griddle on and scrape off any loose food into the grease trap (the rectangular column on the front left corner of the griddle) with a flat metal scraper.
2. Pour canola oil over the top of the griddle, using the flat metal scraper to disperse the oil.
3. Using a pumice stone (located underneath the surface to the left of the griddle), scrub the oil into the griddle, making small concentric circles. This should lift most of the crud from the surface.
4. REPEAT until the griddle is rid of burnt bits.
5. If the griddle top is not returning to its original stainless steel color, add distilled white vinegar to the problem spots and scrub again with the pumice stone.
6. With a flat metal scraper, scrape off any chunks or films that got left behind. Then follow by polishing with a clean rag.
7. Next, lightly coat the griddle top with canola oil. A little goes a long way! Use the scraper to disperse the oil over the entire griddle top.
8. Using the flat metal scraper, scrape excess oil into the grease trap.
9. Finish by wiping down the griddle with a clean rag, leaving only a thin layer of oil to protect the griddle from rusting
10. Remember: The griddle is supposed to be a stainless steel/silver color. If the griddle is left any shade of brown after being 'cleaned', it will only get harder to return it to the original color!

stocking

ORGANIZING THE PANTRY

1. Organize the pantry in a way that works for cooking and easy access for residents. Look for the basics: the canned broth, tomatoes, beans, dried pasta and rice used for dinner and residents' favorite snacks. Put them at eye level, and stack them so everything is visible at a glance.
2. To see everything at a glance, stack cans of the same items on top of each other to avoid moving cans to see what's underneath. High shelves and out-of-the-way nooks can contain those items that are rarely used.
3. Group ingredients in "zones." Zoning your pantry helps you see what food you have, what you need to restock, and where the groceries belong. Once you have zones that make sense (snacks, sauces, toppings, etc.), label them in your pantry.

STORING LEFTOVERS

1. Again, remember that how you store and present leftovers is important for food safety reasons, reducing food waste (which is good for financial and environmental reasons), and for the comfort of residents. No one likes seeing the mystery gray goop at the back of the fridge!
2. After meals, put all leftovers into clear, plastic tupperwares so their contents are easily viewable. Put each component of the meal in its own tupperware to avoid cross-contamination of allergens. Label each tupperware with date and contents.
3. Avoid placing the newest leftovers into the front of the fridge. Instead, rotate older leftovers to the front or easiest accessed part of the fridge.
4. Throw out any leftovers over 7 days old. Track weight and type of food waste on a spreadsheet or note-sheet of your choosing. Looking over your house's food waste data will help you order only what you need and spot patterns in waste.

sustainability

WHAT CAN I DO?

From a sustainability standpoint, the KM has arguably the greatest influence over their house's overall footprint. By choosing how and where to source food, KMs can support local farmers, provide a plethora of plant-based options, discourage pesticide use by buying organic, and reduce single-use plastics by opting for minimal packaging. By storing leftovers thoughtfully, tracking food waste, and organizing 'anarchy' days where people are encouraged to get creative with whatever is in the fridge, KMs can reduce their house's food waste and get residents to start thinking about what's left on their plates. Do not underestimate how much influence you have!

In the next few pages, we outline some issues that you as a KM can prioritize as you think about what food to provide to your house, how to source it, and how it affects the environment and those that produce it.

EATING LOCAL

Eating more local food reduces CO₂ emissions by reducing food miles — the distance food travels from farm to consumer. The average piece of produce in the U.S. travels 1,500 miles, while local food may only travel 100 miles (or less), according to researcher Rich Pirog at the Leopold Center for Sustainable Agriculture at Iowa State University.

Local food helps preserve green space. When local farmers are well compensated for their products, they are less likely to sell their land to developers. Likewise, with growing consumer demand, young farmers are increasingly likely to enter the marketplace by developing unused space, such as empty lots, into thriving urban gardens — many of which are grown organically. (foodrevolution.org)



Tons of perfectly good produce being dumped in the landfill.

FOOD WASTE

In the U.S., 40% of food is wasted. Food does take time to rot and as it does, it puts out greenhouse gases – that food waste mentioned above generates some 19 million tonnes of greenhouses gases during its lifetime. In perspective, this is equivalent to taking one in four cars off the road. Worldwide, **the methane produced by decaying food waste makes up 7% of the greenhouse gas emissions** whereas if it had been properly composted, it would instead become carbon dioxide which is less dangerous. This fails to take into account the water, transportation, processing, and other resources that go into growing and processing food. Then there's the fact that we are wasting this food when others around the world starve. This is a concept that might be a bit difficult to imagine when you throw a brown banana in the bin but it is a fact and one that can help motivate us to do better. (pestoandmargaritas.com)

PLASTIC PACKAGING

The world is currently producing nearly **300 million tons of plastic each year** – a significant amount of which will end up in the oceans.

Unfortunately, although plastic is a useful product, many of these products are created for single-use – with an estimated 50 per cent of plastic used once and thrown away. Not only is this harmful to the environment and the oceans, but it is also harmful to wildlife – where it impacts nearly 700 species in the ocean, and humans. **According to the Ocean**

Conservancy, plastic has been found in more than 60 per cent of all seabirds and 100 per cent of sea turtle species.

Plastic is an oil-based product, and it is an incredibly carbon-intensive process to produce the plastic bags, cling wrap, and clam shells that suffocate our food products. (independent.uk.co)





A worker spraying produce with pesticides.

EATING ORGANIC

Organic food is grown without the use of chemicals or non-naturally occurring pesticides. While eating organic across the board is not always possible due to the higher cost of organic foods, it is definitely worthwhile to purchase organic foods for your house when funds permit. When constrained by funds, produce that is consumed with the peel on (apples, berries, grapes, etc.) are the most important to purchase organic.

From a health standpoint, eating organic reduces ingestion of potentially dangerous pesticides and chemicals.

From an environmental standpoint, the support of organic produce means less pesticides and sprays applied to farmland, which in turn benefits the surrounding ecosystems. Oftentimes, the pesticides applied to farmland can leech into nearby waterways and cause damage to whole ecosystems.

Lastly, from a social standpoint, supporting organic agricultural means supporting a safer work environment for farm workers. Many pesticides produce adverse effects with heavy interaction, like working in a spray-laden field for the majority of the day.



PLANT-BASED

There's no debating animal agriculture's devastating contribution to global warming. The United Nations Food and Agriculture Organization (FAO) estimates that livestock production is responsible for 14.5 percent of global greenhouse gas emissions, while other organizations like the Worldwatch Institute have estimated it could be as much as 51 percent. And those 300 million tons of manure we mentioned aren't just disgusting, they're responsible for 37 percent of agricultural greenhouse gas emissions. Manure and its management in factory farm "lagoons" (cesspits filled with animal waste) produce large quantities of methane, a gas that warms the earth 20 times faster than carbon dioxide. Add in transportation and the fuel used to grow feed for livestock, and we're talking a very large carbon footprint.

According to the Water Footprint Network, 87 percent of all fresh water usage in the U.S. is used in agriculture. When you take into consideration that it requires about 100 times more water to produce a pound of animal protein than a pound of grain protein, you can see how reducing the animal products you eat will reduce the enormous amount of valuable water we waste. (onegreenplanet.org)

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. Aim to have a KM on each deep clean shift. This will allow your team to have an idea of which ingredients are running low and which leftovers/meals tend to be unpopular with the house.
3. 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!
4. 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.
5. Have fun getting to know your partner, your housemates, and the vendors you'll be working with!

