

Food Management



The Learning Inventory of Skill Training-LIST

Created by CRMHC OT staff and students

Basic:

(Must know 3 out of 5)

1. Knows it is important to wash hands before eating and preparing food.

Wash your hands!!!

Your hands can easily spread bacteria around the kitchen and onto food. It's important to always wash your hands thoroughly with soap and warm water:

- before starting to prepare food
- after touching raw food such as meat, poultry and vegetables
- after going to the toilet
- after touching the garbage bin
- after touching pets

Don't forget to dry your hands thoroughly as well, because wet hands spread bacteria more easily.



11 Gross Things That Can Happen When You Don't Wash Your Hands Enough

1. You might catch more colds
2. You could get or spread food poisoning
3. You're infecting everyone you touch
4. You could get pink eye
5. You could get or spread a disease
6. Diarrhea may become a frequent visitor
7. It could contribute to antibiotic resistance
8. Dirt will accumulate under your nails



Steps to Wash Hands

Step-1



Rub palms together

Step-2



Rub the back
of both hands

Step-3



Interface fingers
and rub the
hands together.

Step-4



Interlock fingers and
rub the back of fingers
of both hands

Step-5



Rub thumb in a rotating manner
followed by the area between
index finger & thumb.

Step-6



Rub fingertips
on palm for both hands

Step-7



Rub both wrists in
a rotating manner
rinse and dry thoroughly.

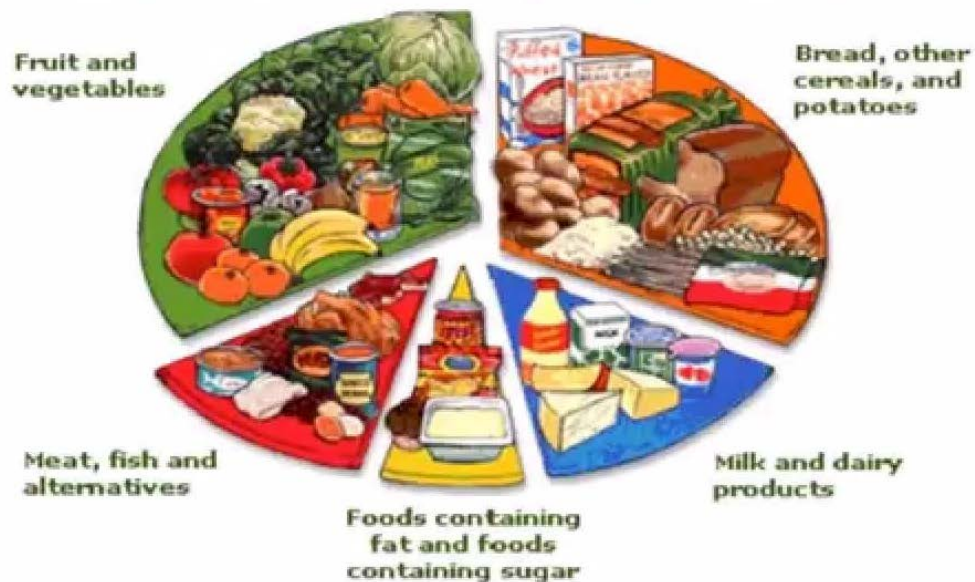
Wash your hands for at least 20 seconds (to help keep time, hum the Happy Birthday Song twice)

2. Can describe the five food groups and foods that contribute to a healthy lifestyle

5 Food Groups

1. **Dairy:** the foods in this group are excellent sources of calcium, which is important for strong, healthy bones. Not many other foods in our diet contain as much calcium as dairy foods.
2. **Fruit:** fruit provides vitamins, minerals, dietary fiber and many phytonutrients (nutrients naturally present in plants), that help your body stay healthy.
3. **Grain (cereal) foods:** always choose wholegrain and/or high fiber varieties of breads, cereals, rice, pasta, noodles, etc. Refined grain products (such as cakes or biscuits) can be high in added sugar, fat and sodium.
4. **Lean meats and poultry, fish, eggs, tofu, nuts and seeds:** our body uses the protein we eat to make specialized chemicals such as hemoglobin and adrenalin. Protein also builds, maintains, and repairs the tissues in our body. Muscles and organs (such as your heart) are made of protein.
5. **Vegetables, legumes and beans:** vegetables should make up a large part of your daily food intake and should be encouraged at every meal (including snack times). They provide vitamins, minerals, dietary fiber and phytonutrients (nutrients naturally present in plants) to help your body stay healthy

THE 5 FOOD GROUPS



Healthy vs. Unhealthy Food

Healthy:



Unhealthy:



Healthy vs. Unhealthy Worksheet

Check all foods that are HEALTHY

- Apple
- French Fries
- Baked Potato
- Chicken Nuggets
- Grilled Chicken
- Ice cream sundae
- Oatmeal with fruit
- Coco Puffs Cereal
- Carrot Sticks
- Mozzarella Sticks
- Soda
- Water

Answers:

- Apple,
- baked potato
- grilled chicken
- oatmeal with fruit
- carrot sticks
- water

3. Knows name and appropriate use of cooking utensils

Kitchen Utensil: a small hand held tool used for food preparation. Common kitchen tasks include cutting food items to size, heating food on an open fire or on a stove, baking, grinding, mixing, blending, and measuring; different utensils are made for each task.

Measuring Spoons:



Used to measure the amount of ingredients called for by the recipe. This could include tablespoons or teaspoons.

Measuring Cups:



Used to measure the amount of ingredients called for by the recipe. This could include the measurements from 1/8 to 1 cup, 2 cups, etc.

Hand Mixer or Blender:



Mixes ingredients well. Used a lot in baking.

Whisk:



A wire kitchen utensil used for beating food by hand.

Pizza Cutter:



Used to cut food (pizza) into slices.

Fork/Knife/Spoon:



Used to eat.

Non-stick pan: used to cook the food over a stove



Spatula/Flipper:



A broad, flat, flexible blade used to mix, spread and lift material

Colander or Sieve:



We commonly refer to both colanders and sieves as “strainers,” although technically we use a colander to drain (discarding liquids like pasta water) and a **sieve** to strain (saving liquids like broth for stock).

Cheese Grater:



Used to grate foods into fine pieces.

Spatula/Scraper:



A kitchen scraper is a kitchen implement made of metal, plastics (such as polyethylene, nylon, or polypropylene), wood, rubber or silicone rubber. In practice, one type of scraper is often interchanged with another or with a spatula (thus scrapers are often called spatulas) for some of the various uses.

Vegetable Peeler:



A peeler is a kitchen tool consisting of a slotted metal blade attached to a handle that is used to remove the outer skin or peel of certain vegetables, often potatoes and carrots, and fruits such as apples, pears, etc.

Rolling Pin:



A rolling pin is a cylindrical food preparation utensil used to shape and flatten dough.

Can Opener:



Device used to open tin cans

Butcher Knife:



A butcher knife or butcher's knife is a knife designed and used primarily for the butchering or dressing of animal carcasses.

4. Knows appropriate storage place for different items

Tips on storing food and leftovers

Retrieved from: <https://www.nhs.uk/live-well/eat-well/how-to-store-food-and-leftovers/>

What goes in the Fridge?

- Some foods need to be kept in the fridge to help slow down germs' growth and keep food fresh and safe for longer.
- These are foods marked with a "use by" date and "keep refrigerated" on the label, such as milk, meat and ready meals.
- Cool down leftovers as quickly as possible (ideally within two hours), store them in the fridge and eat them within two days.
- It is safe to let food cool completely at room temperature before storing it in the fridge.
- Avoid putting open tin cans in the fridge, as the food inside may develop a metallic taste.
- Follow the manufacturer's instructions or place the contents in a storage container or covered bowl before refrigerating.

Fridge Maintenance:

- Keep your fridge temperature at **40 F or below**.
- If your fridge has a digital temperature display you may wish to check it against an internal fridge thermometer now and again to make sure it's accurate.
- Clean and inspect your fridge regularly to ensure it remains hygienic and in good working order.

Used By Dates

- No food lasts forever, however well it is stored. Most pre-packed foods carry either a "use by" or a "best before" date.
- "Use by" dates appear on foods that go off quite quickly. It can be dangerous to eat foods past this date.
- "Best before" dates are for foods with a longer life. They show how long the food will be at its best.
- Food can look and smell fine even after its "use by" date but that doesn't mean it's safe to eat. It could still contain bugs that could make you ill.
- Eating food past its "best before" date is not dangerous, but the food may not be good quality



Where to Store Food:

- Vegetables:
 - All vegetables besides potatoes should be stored in the refrigerator.
- Fruit:
 - Most fruit should be kept in the refrigerator drawer.
 - Berries, grapes, apples, oranges
 - Some can be stored at the top of a countertop
 - Bananas, melons, pears
- Meat:
 - All ground meat and poultry meat should be in the refrigerator no longer than 48 hours prior to cooking it. In order for the meat to last longer, you can freeze the meat to prepare later.
 - In the refrigerator meat should be wrapped and placed on the lower shelf on a plate to catch any juices that might drip off.
- Eggs:
 - Always store in the refrigerator.
- Bread:
 - Store on the countertop or freeze in the refrigerator for later.
- Dry items:
 - Be sure to keep chips, cereals, pasta, or any dry food properly stored away. Be sure to pick up crumbs to prevent bugs.

Reference for further information:

https://www.buzzfeed.com/christinebyrne/how-to-store-yourgroceries?utm_term=.bsKGxew7gK#.gnkngJEdpv

Freezing Food

- Place food in an airtight container that is designed for freezer use or wrap it tightly in freezer bags before placing in the freezer otherwise the cold air will dry it out.

Using Leftovers

- Don't throw away leftovers: they could be tomorrow's lunch! Follow these tips to make the most of them:
 - Use refrigerated leftovers within two days.
 - Always defrost leftovers completely, either in the fridge or in the microwave.
 - When defrosted, food should be reheated only once, because the more times you cool and reheat food, the higher the risk of food poisoning.
 - Cooked food that has been frozen and removed from the freezer should be reheated and eaten within 24 hours of fully defrosting.

Three Tips for Keeping Leftovers Safe

1

- Place leftover cooked foods in the refrigerator within two hours in clean, covered containers to prevent bacteria growth.

2

- Break it down – large amounts of leftovers should be broken down into smaller servings before being stored. Cut large pieces of cooked meat or whole poultry into smaller pieces and divide liquids like soups or stews into smaller portions. The smaller pieces/ portions will chill faster.

3

- Take-out and doggie bags should also be placed in the fridge within two hours.

5. Knows how to tell when food is spoiled/old and how to use dates on food packages

Signs of spoilage:

- **Discoloration:** Discoloration of food and mold often looks like a fuzzy white, green, or dark-colored spot or spots. Meat may be discolored or graying. Mold can contain bacteria that will make you sick or can be poisonous.
- **Odor:** If the food item has a foul odor, it is likely spoiled.
- **Look at the expiration date.** If the date on the food packaging has passed the 'use by' date, food is no longer good to eat, throw it out!
- **Texture:** If the texture is no longer what is typical and possibly slimy. This is an indicator that the food item is spoiled.
- **Appearance:** Look for soggy edges on leafy vegetables. They will begin to turn brown and develop a slimy coating. Discard any leafy vegetables that look like this.
- Examples of spoiled food:



Worksheet:

Circle which foods have spoiled



Answers to Worksheet:

Circle which foods have spoiled



Intermediate: (Must know 4 out of 6)

1. Knows how to order a meal from a menu

Menu: the food available or to be served in a restaurant or at a meal.

What's on a Menu?

- **Appetizer:** An appetizer is a small first course of an overall meal. Common examples include: shrimp cocktail, salad, potato skins, bread, or cheese and crackers.
- **Entree:** The main dish of the meal. The main ingredient is usually meat, fish or another protein source. It is most often after eating the appetizer, soup or salad, and followed by a dessert.
- **Dessert:** A usually sweet course or dish, as of fruit, ice cream, or pastry, served at the end of a meal.
- **Drinks:** a liquid that can be swallowed as refreshment or nourishment during a meal.
- **Price:** How much each of the items on the menu cost will be listed next to each item.

Example:

APPETIZERS	PIZZA 
MINISTRONE SOUP (BOWL)	<i>ALL OUR PIZZAS ARE DRESSED WITH TOMATO SAUCE AND CHEESE</i>
SALAD (CHOICE OF DRESSING)	CHEESE PIZZA
PEPPERONI	PEPPERONI PIZZA
SALAMI	SALAMI PIZZA
ANCHOVIES	SAUSAGE PIZZA
MEAT BALLS (2)	ANCHOVIES PIZZA
BLUE CHEESE	MUSHROOMS PIZZA
BREADED CHEESE RAVIOLI	HAMBURGER PIZZA
ANTIPASTO	BELL PEPPER PIZZA
SAUSAGE SANDWICH	JALAPENO PIZZA
MEATBALL SANDWICH	SHRIMP PIZZA
SPECIAL SALAD (SERVES 4)	COMBINATION PIZZA
FRIED MOZZARELLA CHEESE	SORRENTO'S SPECIAL COMBINATION PIZZA
FRIED ZUCCHINI	ROYAL TOPPER
FRIED MUSHROOMS	EXTRA TOPPING
COMBINATION FRIED PLATTER	EXTRA THICK PIZZA CRUST
FRESH MOZZARELLA & SLICED TOMATOS	
DESSERTS	BEVERAGES
ICE CREAM	WINE
SPUMONE	CARAFE OF HOUSE WINE
CHEESECAKE	1/2 CARAFE OF HOUSE WINE
CHOCOLATE CHEESECAKE	GLASS OF HOUSE WINE
TIRAMISU	BEER
CANNOLI	(COORS, MILLER, BUDWEISER, LONE STAR)
	LIGHT BEER OR MICHELOB
	HEINEKEN (IMPORTED)
	MICRO BREWERY
	SOFT DRINKS
	(COKE, SPRITE, ORANGE, DIET COKE)
	REFILLS EXTRA
	COFFEE, ICED TEA
	FREE REFILLS
	HOT TEA
	LEMONADE

OPEN EVERY EVENING
SUNDAY – SATURDAY
5 P.M. - 10 P.M.
AND FOR LUNCH,
MONDAY – FRIDAY
FROM 11 A.M. - 2 P.M.

At a Restaurant

1. Find a seat.

- It's probably a better idea to find a seat before you get your food. This is because if all the seats are full after you've collected your food, you're going to have to either eat standing up or walk around looking for a seat for quite some time.
- Some restaurants send waiters to your table, so it's required that you find a seat.
- At some restaurants, there will be a hostess who will direct you to your seat.



2. Look at the menu.

- The menu should already be on your table but if it's not, or there are not enough menus for everyone, ask a member of staff for one.
- The menu includes everything that the restaurant sells and also states their prices.
- Have a look and see if anything interests you then decide what you're going to buy.

3. Call the waiter over

- This can be done by simply getting a passing waiter's attention or waiting until they come to you.
- Once they arrive, tell them what you'd like to eat. Make sure that they've written down the correct foods so you don't end up with something that you didn't want.
- Never click your fingers to get their attention, the waiter will find it very rude and offensive.

4. Wait for your food.

- At some restaurants, they cook the food from scratch as soon as they get your order. This means that it might take some time for your food to get to you. Just be patient, your food should arrive in under half an hour. If it hasn't arrived, tell someone. They may have forgotten about your order, or it might just be a busy day.



5. Enjoy your meal!

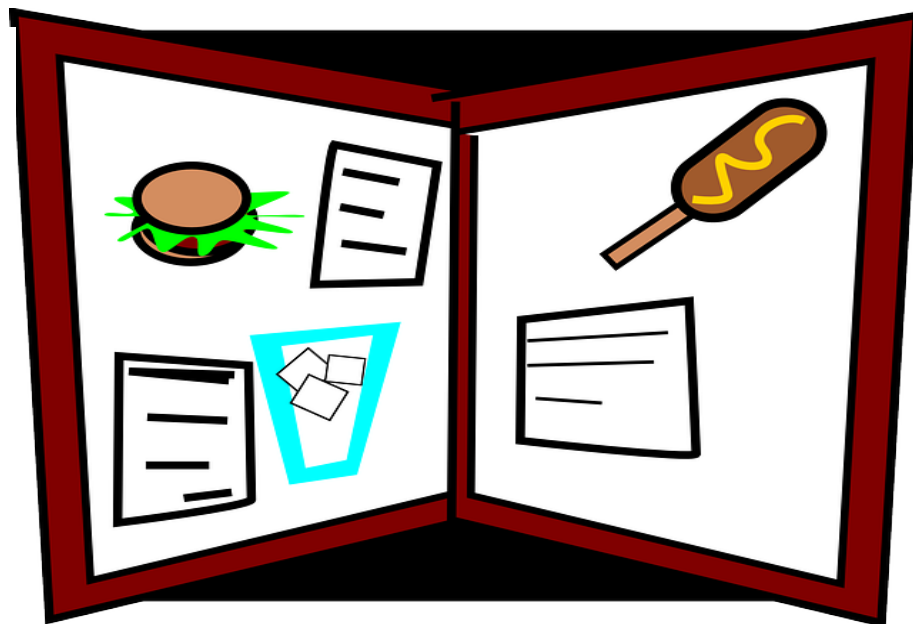
6. Pay for the meal

- You ask for the bill, then give the server or cashier the cash or your credit card.

Over the Phone



1. Decide where you'd like to eat.
 - This all depends on what you like. Are you hungry for a burger? Or would you rather order from your local pizza shop? As long as the shop does deliveries, you can pretty much order whatever you like.
2. Find their phone number.
 - You can usually do this by going to their website or searching for their phone number online. If the shop is local, they will usually post flyers through the door. If they don't have a website, you can also look at one of these flyers to find their number.
3. Call the restaurant.
 - They might not answer straight away if they're busy but just do your best to stay patient.
4. Place your order.
 - To do this, tell them what you'd like to eat. They will usually ask for your address so they know where to deliver the food and sometimes your name. Make sure that they confirm your order so you don't end up with the wrong foods at your door.
5. Wait for your delivery.
 - Depending on where you live and where you ordered from, the time you'll have to wait can vary. Usually though, you shouldn't be kept waiting for over half an hour. If you're still waiting, call them uagain and confirm that your order has been delivered. They may have forgotten about it or not finished cooking it yet.
6. Pay the delivery person.
 - Some people give small tips to the delivery person. This is optional but they'll appreciate it a lot. If you'd like to give a small tip, tell them to just keep the change.



Practice Worksheet:

- How would you order a coke, garlic bread, chicken parmigiana hot sub, and plain cheesecake from this menu at a restaurant?
 - What steps would you take?
 - Would you have enough money if you had \$15.00?

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Practice Worksheet ANSWERS:

- How would you order a coke, garlic bread, chicken parmigiana hot sub, and plain cheesecake from this menu at a restaurant?
 - What steps would you take?
 - **Find a seat, look at menu, tell the waiter what I would like to eat, wait for food to be made, enjoy the meal, pay the bill**
 - Would you have enough money if you had \$15.00?
 - **Yes**

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<p>Jumbo Wings</p>  <p>Choose one of our flavors: Buffalo, Honey Lemon Pepper, or Honey BBQ</p> <table border="0" style="width: 100%;"> <tr><td>6 Wings</td><td>- \$5.99</td></tr> <tr><td>12 Wings</td><td>- \$10.99</td></tr> <tr><td>18 Wings</td><td>- \$15.99</td></tr> <tr><td>24 Wings</td><td>- \$19.99</td></tr> </table>	6 Wings	- \$5.99	12 Wings	- \$10.99	18 Wings	- \$15.99	24 Wings	- \$19.99	 <p align="center"><i>Hot Subs</i> 11"</p> <table border="0" style="width: 100%;"> <tr><td>Meat Ball Parmigiana</td><td>\$5.99</td></tr> <tr><td>Sausage Parmigiana</td><td>\$5.99</td></tr> <tr><td>Sausage & Pepper</td><td>\$5.99</td></tr> <tr><td>Chicken Parmigiana</td><td>\$5.99</td></tr> <tr><td>Eggplant Parmigiana</td><td>\$5.99</td></tr> <tr><td>Gyro</td><td>\$5.99</td></tr> <tr><td>Philadelphia Cheese Steak</td><td>\$6.99</td></tr> <tr><td>Veal Parm</td><td>\$6.99</td></tr> </table>	Meat Ball Parmigiana	\$5.99	Sausage Parmigiana	\$5.99	Sausage & Pepper	\$5.99	Chicken Parmigiana	\$5.99	Eggplant Parmigiana	\$5.99	Gyro	\$5.99	Philadelphia Cheese Steak	\$6.99	Veal Parm	\$6.99
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2. Knows how to calculate the cost of a meal in a restaurant (including tax and tip)

Receipt: a document that you get from someone showing that you have given them money or goods

- **Sales Tax:** The Connecticut sales tax is 6.35%, this percent is multiplied to your final bill and is included in the final cost. It is collected by the government.
- **Tip on gratuity:** The tip is something you can either add onto the bill or money you leave at the table. This money is given directly to the waiter for his/her service throughout your meal. The customer decides how much tip money they would like to leave for the service they received. The normal amount left is between 10-20%.
- **Total:** The total amount including the sales tax and tip.

The receipt shows a list of items: 10 sodas for \$40.75 and 1 LOBSTER for \$12.50. It also lists TAX at \$5.33, GRATUITY at \$6.00, and a TOTAL DUE of \$64.60. Three callout boxes on the right point to these amounts: 'SALES TAX' points to the TAX line, 'TIP' points to the GRATUITY line, and 'TOTAL AMOUNT' points to the TOTAL DUE line.

Item	Amount
10 sodas	\$40.75
1 LOBSTER	\$12.50
TAX	\$5.33
GRATUITY	\$6.00
TOTAL DUE	\$64.60

THANK YOU FOR DINING WITH US!
PLEASE COME AGAIN

More information: <https://www.wikihow.com/Tip-Your-Server-at-a-Restaurant>

More information: <http://www.tax-rates.org/connecticut/sales-tax>

Worksheet

Soup

	small	large
1. Wonton Soup (chicken)	\$2.25	6.95
2. Egg Drop Soup	\$1.95	6.50
3. Chicken Corn Soup	\$2.25	6.50
4. Vegetable Corn Soup	\$1.95	6.50
🔥 5. Hot & Sour Soup (chicken)	\$2.25	7.50
🔥 6. Spicy Lemon Soup	\$2.95	7.50

Appetizer

10. Egg Rolls (2)	\$1.95
11. Vegetable Roll	\$1.25
12. Vegetarian Spring Rolls (2)	\$1.95
13. Shrimp Toast	\$2.25
14. Chicken Satay	\$6.50
🔥 15. Shrimp Pakoras (12 pcs)	\$7.50
16. Fried Wontons - Chicken (12 pcs)	\$4.25
17. Pupu Platter (for 2)	\$8.50
18. Butterfly Shrimp (8 pcs)	\$6.95
19. Chicken Pakoras (12 pcs)	\$7.95

Wings

20. Fried Wings (6 pcs)	\$5.50
🔥 21. Zesty Wings (6 pcs)	\$5.50
🔥 22. Chili Wings (6 pcs.)	\$5.50
🔥 23. Szechwan Wings (6 pcs.)	\$5.95

Chef's Specials

CS1. Orange Beef	\$8.95
Crispy beef chunks sautéed in spicy orange sauce.	
🔥 CS2. Hot Crispy Beef	\$8.95
Crispy shredded beef sautéed with carrots and celery in hot pepper sauce.	
CS3. Supreme Crispy Eggplant	\$8.95
Sliced eggplant dipped in egg batter and fried till crispy then toss-fried in chef's spicy sauce.	
CS4. Sweet and Sour Pork	\$10.95
The perfect balance of sweet and sour.	
CS5. Mu Shu Pork	\$12.95
Served with pancakes, the classic dish to roll your own.	
CS6. General Tso's Chicken	\$8.95
General's favorite dish. Tender chunks of marinated boneless chicken sautéed in chef's red hot sauce.	
CS7. Tangerine Chicken	\$8.95
Crispy chunks of boneless white meat chicken sautéed with peppers and orange curls in a special sauce.	
CS8. Empress Chicken	\$8.95
Chicken chunks dipped in egg batter and lightly fried, then sautéed in chef's delicious sauce. Served on a bed of steamed broccoli.	
🔥 CS9. Kung Pao Shrimp	\$8.50
Baby shrimp sautéed in rich brown sauce with red pepper and peanuts.	
CS10. Manor Shrimp	\$12.95
Delicately seasoned jumbo shrimp lightly battered, fried to a golden brown in natural sweet and sour sauce.	
CS11. Seafood Imperial	\$15.95
Shrimp, crab & scallops blended together with hidden seasonings & baked to perfection.	



Using this menu:

How much would the bill be if you ordered a small Wonton Soup (chicken) and Tangerine Chicken before tax and tip?

How much would the bill cost when the tax was 6.35%?

How much money should you leave for the waiter's tip if you leave 20%?

Answer Worksheet

How much would the bill be if you ordered a small Wonton Soup (chicken) and Tangerine Chicken before tax and tip? **\$11.20**

How much would the bill cost when the tax was 6.35%? **\$11.91**

How much money should you leave for the waiter's tip if you leave 20%? Tip= **\$2.38** Total= **\$14.29**

3. Knows how to fix breakfast, lunch, dinner for one

- The average human should be consuming about 2,000 calories per day depending on your weight, height, and how active you are.
- This diet should include food from all five food groups. For the day the normal portions for eat food group include:
 - o 5 ½ ounces of meat OR ¼ cups cooked beans
 - o 2 ½ cups of vegetables
 - o 2 cups of fruit
 - o 3 cups of dairy products
 - o 3+ ounces of whole-grain products.
- **Portion Control:** It is not realistic to measure every single thing you will eat for the day, so portion size is key.
 - o Using a sectioned plate will help you understand the amount of food you should be eating for each meal.
 - o Develop visual cues that will help with determining portion sizes.
- For example:
 - o A three-ounce serving of meat is the size of a deck of cards or a bar of soap.
 - o A medium potato is about equal to a computer mouse.
 - o A half-cup of rice would just about fill a regular-sized cupcake wrapper.
 - o One ounce of cheese is about the size of four dice.
 - o Sandwich meat should be equivalent to the thickness of one standard slice of whole wheat bread. Vegetables should be twice the thickness of the meat.



Breakfast Foods:

Eggs
Cereal
Oatmeal
Fruit
Granola
Pancakes
English muffin
Bacon
Sausage

Lunch Foods:

Sandwich (cold/hot)
Salad
Mac and Cheese
Pizza
Soup

Dinner Foods:

Burger
Chicken
Rice
Pasta
Fish
Salad/Soup

Examples:
How to Cook Eggs

How Long to Cook Eggs

Boil and
let stand
for 10
minutes



Boil and
let stand
for 4
minutes



Cook 4-5
minutes in
skillet



Beat and
cook in
pan 4-5
minutes



Cook in
boiling water
for 4 minutes



How to Cook Pancakes



How to Cook Mac and Cheese

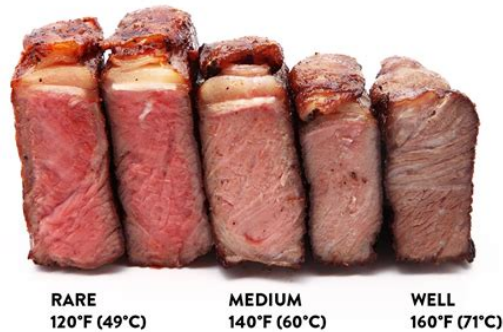


4. Knows how to tell when food is properly and thoroughly cooked



Oven/Grill-Safe Meat Thermometer: This thermometer is used to measure the temperature of the meat you are cooking to make sure it is not raw on the inside. Stick the thermometer's pointy edge into the middle of the meat and read the temperature. The following is what the temperatures meat should be at in order for it to be safe to eat:

- Ground Meat:
 - Beef, pork: 160 degrees F
 - Chicken, Turkey: 165 degrees F
- Fresh Beef/ Steak:



- Poultry:
 - Chicken, turkey (whole): 180 degrees F



No red or blood in the chicken.

- Fresh Pork
 - Medium: 160 degrees F
 - Well-done: 170 degrees F
- Fish – Opaque coloring

Food poisoning bacteria grow more easily on some foods than others. These high-risk foods include:

- Raw and under cooked meat, including poultry such as chicken and turkey, and foods containing them
- Dairy products, such as milk and yogurt
- Eggs
- Lunch meat
- Seafood, such as seafood salad, patties, fish balls, stews containing seafood and fish stock
- Prepared salads like coleslaws, pasta salads and rice salads, prepared fruit salads
- Ready-to-eat foods, including sandwiches, rolls, and pizza that contain any of the food above

ITEMS NOT PROPERLY REFRIGERATED THEY WILL GO BAD!!

5. Knows how to plan and shop for a week's menu and stays within food budget

How to spend less than \$50 a week on food:

1. **Create cheap inexpensive meal plans** that can usually be made for \$2 or less per a single person portions. Such as chili, fried rice, or food that can be whipped up in large portion so there'll be leftovers for later use. Then create a list of ingredients that could make it possible.
2. **Look what you have in your cabinets beforehand.**
3. **Make lists of what you need before going to the store.**
4. **Consider buying generic products (store brand).** Generic doesn't always necessarily mean worse, but it can definitely save you money rather than buying food from a well-known brand. Examples of generic brands would be: Great Value (Walmart), No Name, etc.
5. **Leftovers.** If you ever have leftovers, consider storing them in a container of some sort and keep them cool in the fridge. They could be used for something later on. **Consider putting some of your food in the freezer.** If you don't plan to use a certain ingredient for some time, consider putting them in a safe secure container and put them in the freezer for later use. Doing this will help to make sure it doesn't go bad and letting it go to waste in the end.
6. **Don't eat out.** You could easily spend your entire week's budget just by eating out one day.
7. Remember to **use coupons** as they save you a few dollars. If you ever see a "Buy one, get one free", don't buy 2 with really different weights. Try to buy 2 of the things with the same weight unless if it's a prepackaged with the same weight. **Look to see if there are any in-store specials.** Sometimes, stores do have some sort of promotional deals or special offers where you can save big bucks on food. If you happen to have a coupon on the special in-store deals, then you might be able to save even more money on it.

Grocery Store Checklist

Weekly Meal Planner

Consider using a weekly meal planner, so you are able to determine what you will need to buy while you a grocery shopping.

This will help you stick to your budget!

Grocery List

<p>Dairy Skim milk Cottage cheese (Vival) String cheese (Frigo) Feta cheese Greek yogurt (Dannon Light & Fit) Greek frozen yogurt (Healthy Choice)</p>	<p>Fruit Apples Bananas Oranges Strawberries Pineapple Grapes Avocado</p>
<p>Vegetables Lettuce Sweet potato Broccoli Tomato Bell peppers Cucumber Mushrooms Celery Spaghetti Squash</p>	<p>Meat/Protein Chicken burgers (Harvestland) Grilled chicken strips (Tyson) Frozen chicken tenders (Tyson) Eggs Liquid egg whites (All Whites)</p>
<p>"Grains" Sandwich Thins (Orowheat) Whole wheat bread (Orowheat) Rice cakes (Quaker) Wheat Thin Pops (Wheat Thins) Oats - Instant (Quaker) Protein Granola (Nature Valley)</p>	<p>Other Peanut butter (Adam's) Honey Hummus (Athenos/Sabra) Guacamole (Wholly Guac.) Light salad dressing (Annie's/Hidden Valley) Dark chocolate chips Olive Oil</p>

Weekly Meal Planner

Dates: _____

Monday	Tuesday	Wednesday	Thursday	Friday
Breakfast	Breakfast	Breakfast	Breakfast	Breakfast
Lunch	Lunch	Lunch	Lunch	Lunch
Dinner	Dinner	Dinner	Dinner	Dinner

Saturday	Sunday	Recipe Resource	Grocery List
Breakfast	Breakfast	_____	_____
Lunch	Lunch	_____	_____
Dinner	Dinner	_____	_____

Meal Prepping: Doing this in the beginning of each week could help you portion out the amount of food you will eat each day for the week.



5 things to do before shopping

1. Throw out food that has gone bad
2. Make a list of items needed
3. Know your budget
4. Check cabinets to make sure you don't already have the food item
5. Look for deals/coupons

5 things to do when you get home from shopping

1. Take the food out of the bag
2. Put dry food in cabinets/ on counter top
3. Place cold food in the fridge/freezer
4. Keep receipts to help with budgeting
5. Meal Preparation

6. Knows how to use appliances safely

Microwave:



- Don't use metal bowls or utensils in microwave
- Do use glass, ceramic or microwave safe plastic containers
- Don't cook all foods for the same amount of time
- Do heat it until bubbling and/or steaming
- Don't microwave food uncovered
- Do clean microwave often
 - Do not reheat food in plastic or Styrofoam containers

Stove:

- Never leave food cooking unattended.
- Keep it clean. Food particles and grease residue can ignite and cause a fire. (areas under the burner)
- Check for body safety: (tie back hair, roll up long sleeves, etc.)
- Before each use, do an oven safety check (don't smell gas, nothing in the oven, etc.)
- Be sure to follow safety guidelines when using stove top burners.
 - Use burners on the back as much as possible.
 - Never use a pot that is too small or big for the burner.
 - Never leave a burner on that does not have a filled pot or pan on it. Do not leave an empty pan on hot burners.
 - Turn all pot and pan handles inwards. They can be pulled and knocked over when they are turned out.
- Close the oven door immediately after removing or testing food.
- Keep oven mitts and other cloth and paper out of the way of the burners.
- Use oven mitts and oven sticks to remove pots and pans from the stove top or oven.
- Keep a fire extinguisher, baking soda and metal lids nearby to put out fires quickly.
- Create a "Kid-Free Zone" that children are aware they are not allowed to enter.
- **TURN OFF AFTER USE!**



Toaster:



Slide one slice of bread into each toaster slot.

Set the toasting level. Use the adjustment knob on the front of the appliance to choose how dark you want the toast to be. On most toasters, the dial runs from 1-5: 1 being the lightest, and 5 being the darkest. For your first time, try setting the dial somewhere in the middle: 2 or 3.

Lower the lever to start the toasting cycle. Wait for the food to toast. Keep your nose peeled to smell for burning! The toasting process should not take longer than a minute or two, depending on how dark you want the toast.

Unplug to remove crumbs, do not dislodge toast with metal utensil while plugged in!

Coffee Maker/Pot:



- When making coffee it is important to remember that the coffee pot remains hot for a long period of time after. Make sure to be careful when handling and pouring coffee.

- Make sure to clean the coffee pot after you are finished with the coffee. This will prevent buildup of mold.

- Make sure to unplug and turn off!

- Make sure cord is intact and away from water to prevent fire/shock hazard.

Vacuum Cleaner:



● Prepare the room by removing items from the carpet, including small objects like coins or twine that could damage the vacuum.

● Check the dust bag or bin on the vacuum and empty it if necessary. When in doubt, clean it out.

● Plug in the vacuum and slowly push the vacuum forward and backward several times. Continue in this manner until all the carpet in the room has been cleaned.

● Make sure cord is intact and away from water to prevent fire/shock hazard.

Iron:



- Ensure the cords are out of the reach of children and pets/not a trip hazard.
- **Unplug the iron immediately after use** and allow to cool.

Toaster Oven:



- Keep it clean. Food particles and grease residue can ignite and cause a fire. (areas under the heating element)
- Keep your nose peeled to smell for burning!
- Use caution when using and be aware of the plug.

Hair Dryer/Curling Iron:



- These appliances get extremely hot and can burn you if you come in contact with the metal part.
- Used caution and unplug when not using.

Advanced:
(Must know 1 of 2)

1. Knows how to follow instructions on preparing canned or frozen food



Directions on how to prepare the canned food. In the microwave and on the stove.

Worksheet:

Explain how you would prepare the frozen pizza in an oven.

What's the first thing you do when preparing the pizza?

What are the next steps you would take to prepare the pizza?

For food safety and quality cook before eating to an internal temperature of 160°F. Cook before serving.



OVEN INSTRUCTIONS:

- 1** Preheat oven to 375°F.
- 2** Remove plastic wrap from pizza.
- 3** Place pizza on sheet pan on the middle rack and bake for 21 to 22 minutes or until cheese is melted and lightly browned.

NOTE: Since conventional ovens vary, you may need to adjust your cooking time.



MICROWAVE INSTRUCTIONS:

- 1** Unwrap pizza and place on microwave-safe plate.
- 2** Cook on high for 2 ½ to 3 minutes. Product is done when cheese is melted.
- 3** Carefully remove product from microwave and let stand for 1 minute.

CAUTION: Product is hot.

NOTE: Microwave only one pizza at a time.

Microwave directions developed with 1100-WATT microwave ovens.

Since microwave ovens vary in power, you may need to adjust your cooking time.

Refrigerate or discard any unused portion.

Answer:

1. Preheat the oven to 375 degrees F
2. Remove the plastic wrap from pizza
3. Place the pizza on sheet pan on the middle rack
4. Bake for 21-22 minutes, or until the cheese is melted and lightly browned
5. May need to adjust cooking time.
6. Remove the pizza from the oven using oven mitts
7. Turn off the oven

2. Knows how to prepare meal using a recipe and can adjust for more/less people

How to read a recipe:

Ingredients in the food

Temperature to set oven at

Amount of time the food take to bake/cook, and the cooling time.

How to mix the ingredients together and prepare the food before baking

How to adjust the amount of ingredients depending on less/more people

- Divide in half (1/2) to cut the recipe in half.
- Multiply by 2 to double the recipe.

Example:

- Recipe calls for 1 cup of milk for 14 pancakes. You only want 7 pancakes so you will only need 1/2 cup of milk!
- Recipe calls for 2 eggs to make 20 cookies, you want to make 40 cookies. You will double to amount of eggs which make the recipe need 4 eggs!