



# HUNTER COLLEGE NEW YORK CITY FOOD POLICY CENTER

## **Fresh Taste for Seniors: General Guidelines for What To Do Before, During, and After the Cooking Demo**

### *What to bring to the demo:*

- 1 copy for each chef of the Chef's Recipes
  - NOTE:** If you are doing the cooking, you may want to COPY & PASTE the recipe into a new document so you can write out extra instructions to yourself
  - NOTE:** If you are saying the talking points, you may want to COPY & PASTE the points into a new document so you can adjust language/highlight/make notes as desired
- Recipe postcards (English/Spanish) -- bring more copies than anticipated # of participants
- Evaluation surveys -- bring more copies than anticipated # of participants
- Photo release waiver -- bring more copies than anticipated # of participants
- Hat (if you do not want to wear a hairnet)

### *Prepping for the demo at the site:*

- When you arrive, check in with Center staff
  - Ask them if they need any help setting up the room, chairs, tables, etc.
  - Ask them to help you find the rubbermaid storage containers containing all the equipment
  - Ask them to help you locate food order
- Everyone: Wash hands
- Unpack food
  - Check that all ingredients are there in the correct quantities
  - In the rare event that something is missing: Figure out how you'll improvise. If it's just a garnish, leave it out but remember to tell participants about the ingredient in your talking points. If it's a critical ingredient, consider running to the bodega.

- Discard any packing materials you don't need to keep your area looking clean.
- Put tablecloths on table
- Get all the equipment you need from the Rubbermaid storage containers and set up on the table
  - Get out the correct size measuring cups and tablespoons and have them near the ingredients you'll use them with
  - Store the storage containers under the table in case you need to something from them during the demo
- Put all your fresh produce in a bowl and bring to the sink to wash
  - Remove any produce stickers
- Open any cans so you don't have to do so during the demo
  - If applicable*: keep the lid so you can drain and rinse beans in the sink while they're still in the can
- Arrange all of your ingredients on the table in the order in which they're used in the recipe; display them attractively for the crowd (eg, make sure the label on the can of beans is facing the crowd)
- Arrange a small bowl of salt and a small bowl of black pepper for your demo table (you can use the paper sample bowls)
- If using the hot plate, plug it in to get it warming immediately
- If you are preparing a hot recipe, you'll need to prepare a batch before guests arrive so get chopping immediately; see more in the individual recipe instructions**

### *During the demo:*

- All chefs should wear gloves, aprons, and hairnets
- Remember to keep your cutting board clean
- Photographer: take photos; pass out photo release forms, explain the form (eg, we may use your photo on our website but only if you give us your permission) and make sure you get a signed release form from any participant who you photograph; make a note on the release form of what the participant is wearing (or some other easily distinguishable characteristic) so you can identify which release goes with which photo; you'll need to then upload the photo & the accompanying release; name both files with the name of the participant
- Handouts Person: count number of participants and record; also let the chef know so she can make sure to portion out the correct number of samples so that every participant gets one
- NOTES on Talking Points:
  - In addition to the talking points provided, always explain to participants what you are doing as you are doing it -- eg, if you're cutting an onion or mixing ingredients.
  - You do not need to read the talking points verbatim**; use your own words where it seems more natural.
  - If you sense the audience losing interest, turn talking points into questions to engage participants.

- ❑ Share your own knowledge with seniors by adding your own talking points!

*After the demo (clean-up):*

- ❑ Handouts Person: Distribute the recipes, evaluation surveys, and golf pencils
  - ❑ Explain again (the chef will have already told them about this in his/her closing remarks) that survey will only take 1-2 minutes and their feedback is very helpful for us
  - ❑ Collect pencils surveys and pencils
- ❑ Everyone: Clean up so that you leave no trace!
  - ❑ Use the spray cleaner to wipe down tables
  - ❑ Wash equipment using dish soap and sponge
- ❑ Ask the Center if you can help put the room back in order
- ❑ If you have leftover *perishable* food (eg, vegetables, loaf of bread), ask the senior center if they would like to keep
- ❑ Pack leftover nonperishable food (eg, salt, oil) in the rubbermaid containers
- ❑ Check if any supplies are low, eg, napkins, paper plates, utensils, paper towels, aprons, gloves, hair nets; if so, let Program Manager know to re-order
- ❑ Everyone: Thank the Center for having you as a guest