



SHIFT #1: LET'S GET COOKING

THE SET-UP SHIFT IS RESPONSIBLE FOR GETTING ALL PAPERWORK READY FOR CLASS. PLEASE ASK ADRIANA /NUTRITION INTER OF ANY ADDITIONAL TASKS THAT NEED TO BE COMPLETED

Monday Set-Up Shift—11:00 AM—12:00 PM

- Photocopy Handouts—Master Copy
 - Please ask for any specific instructions
 - All recipes should be staple to the package
 - Add any additional handouts that will be used during class
- In Pantry Shopping
 - Week's #1 Shopping List: Adriana/Nutrition Intern will provide you with this list.
 - Appropriate storage & label guidelines:
 - Any ingredients that need to stay refrigerator must be placed in the Kitchen's refrigerator.
 - All ingredients must be placed in milk crates & labeled "Cooking Matters"
- Attendance Confirmation
 - Call all participants to remind them to attend class.
 - The contact list will be in this binder.
 - Use the script provided as a guide of what needs to be said during the confirmation call.