# Attachment A

# SNP Memo No. 2023-2024-48

# February 8, 2024

**Logo, company name

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*2024 Summer Manager Workshop Host Location Requirements*

**Workshop Description:**

The Virginia Department of Education, Office of School and Community Nutrition Programs (VDOE-SCNP) in partnership with Culinary Solution Centers (Chef Cyndie and the K-12 Team) is offering a one-day, in-person workshop in up to 30 locations across all eight Superintendent's regions in the Commonwealth of Virginia. Workshops will be 50 percent hands-on in the kitchen and 50 percent classroom instruction. There will be up to 60 participants per workshop, with 30 participants in the classroom and 30 participants in the kitchen at one time.

**Planning and Preparation Information:**

* Selection of preferred dates to host workshops will be on a first-come, first-served basis via a Google Form. Workshops must be open to other divisions outside of the host divisions’ staff. For example, if a division has 50 cafeteria managers, they must host at least two days to allow opportunities for other divisions to register in that region and location.
* Once dates and locations are finalized, all host divisions will be invited to attend an informational webinar to prepare divisions for hosting the workshop.
* Full use of kitchen and classroom for a minimum of one day per workshop plus one day for setting up is required.
* Space for 30 participants in the classroom and 30 participants in the kitchen is needed. It is important to keep this number of participants in mind when selecting the host site.
* Kitchen access one day prior to the workshop is required for setting up.
* Ensure air-conditioning is on and functioning properly in both the kitchen and classroom on the days of the workshops.
* Ensure comfortable seating (no stools, please) for 30 adults in the classroom.
* Audio/Visual Requirements: LCD projector and screen (or smart TV/similar) with speakers and microphones for instructors (lapel microphones are preferred).
* Review checklist of small equipment included below. If needed, please borrow small wares from other division kitchens.
* Ensure kitchen is in “ready to use” condition. Utensils, pans, and small equipment should be unpacked and accessible.
* Ensure gas supply will be turned on and check large kitchen equipment to confirm the equipment is in working order.
* Ensure ventilation equipment is working.
* Ensure repairs and/or kitchen construction is scheduled outside of set up and instruction days.

**Day(s) of Instruction:**

* Participants will meet in the cafeteria at 7:30 a.m. for registration. At 8:00 a.m., participants will be divided into two groups, a kitchen group and a classroom group.
  + Kitchen participants will go with two chef instructors to the kitchen for food production.
  + Classroom participants will go with a classroom instructor to a nearby café dining room, classroom, or media center. The cafeteria dining room may be used for the classroom portion, but it must have adequate seating for adults (no stools).
  + Both groups will have lunch together (prepared by participants). After lunch, the groups will swap locations.
* Arrange the classroom or cafeteria area for instruction, including:
  + 5 to 6 *tables with chairs* (not café tables with stools) in an educational setting to accommodate up to 30 participants, two instructors, and potential guests (could be in a classroom very near to the café/kitchen) and
  + an LCD projector and screen (or smart screen/similar), speakers for videos, and microphones for instructors.
* Arrange the cafeteria for lunch and breaks, including:
  + tables with chairs for up to 70 people and
  + water (bottles or dispenser with cups).
* Procure food and supplies (dry, frozen, paper goods) on the provided list that are from usual school foodservice vendor(s) and not available at retail grocery stores. Culinary Solution Centers will provide the grocery list prior to the end of the 2023–2024 school year. Procurement of food and supplies from the school foodservice vendor will be reimbursed by Culinary Solution Centers, LLC according to an invoice.
* Receive and store equipment, supplies, and materials from Culinary Solution Centers, and/or VDOE-SCNP and other vendors as needed. Deliver items to the teaching site just prior to the workshop.
* Ensure gas supply is turned on and check large kitchen equipment to confirm in working order.
* Ensure ventilation equipment is working.
* Ensure repairs and/or kitchen construction is scheduled outside of set up and instruction days.
* Provide contact information for communicating set-up and any issues that may arise during instruction days.
* Ensure the workshop sites are stocked with a **complete** list of small equipment (by moving extra equipment from another site or purchasing equipment as needed), including:
  + stock pots (several sizes *IF* a range is available)
  + sheet pans, full size (30 each)
  + sheet pans, half size (5 each)
  + 2-inch-deep solid **half** size square steam table pan (8 each)
  + 2-inch-deep solid full size steam table pan (10 each)
  + 2-inch-deep full size perforated pans (4 each)
  + 4-inch-deep solid **half** size square steam table pan (8 each)
  + 4-inch-deep solid full size steam table pans (4 each)
  + 4-inch-deep full size perforated pans (2 each)
  + mixing bowls (12 each)
  + utensils (scoops/dishers of various sizes, 2 oz and 4 oz spoodles, whisks, tongs, mixing spoons, ladles, rubber and metal spatulas, etc.)
  + paring knifes, utility knives, vegetable peelers (2 each)
  + accurate spring or digital scales, including:
    - ounce (capable of weighing in ¼ ounce increments, at least 3 each)
    - pound versions (capable of weighing in one-ounce increments, at least 3 each)
  + colanders (4 each)
  + clear food storage containers with lids (at least 2 to 4 quart in size, 10 each)
  + garbage cans with liners (at least 4 each)
  + sanitizer buckets (6 each, plus chemical test strips)
  + terry/multiuse disposable towels (30 each)
  + hot pads (12 each)
  + ware washing sink stocked with cloths, scrubbing pads, detergent, and sanitizer
  + paper towels, soap, and toilet tissue stocked at handwashing sinks and restrooms; and
  + other items as needed for smooth operation of your kitchen site.

Questions? Please email: [INFO@chefcyndie.com](mailto:INFO@chefcyndie.com).