

# Sunday Meal Planning Guide

## START

- Arrive at [Talmage Terrace](#) by the back receiving doors (see right).
- Get cooler key from the desk drawer near the cooler downstairs.
- Record cooler and freezer temperatures on clipboard form.
- Check the freezer for items from Food Collection set aside for Our Daily Bread (ODB) and Salvation Army donations. If items are in there on carts, take and record second temperatures in the Food Collection binder. If items are 41° or below, move them into the cooler. Make sure everything for agency donations are clearly labeled (see **DECIDING WHERE TO DONATE**).



## SORTING & ORGANIZING

- Go through boxes of bread and desserts -- these will usually be left outside the cooler. Separate the bread and dessert for Sunday Bag Packing and Thursday Packaging. Label the rest to be donated to ODB or Salvation Army. Refer to the Meal Planning checklists for instructions on how much bread is needed (and which kind) for each meal.
- Go through items in the cooler and organize ingredients for Sunday Cooking, Sunday Soups & Preservation, Sunday Bag Packing, Monday Cooking, Wednesday Cooking, and Thursday Packaging shifts on separate shelves or in separate boxes (following food safety protocols and keeping meats and eggs below fruits and vegetables).
- Separate ODB cooler donations (following food safety protocols).
- Make sure to group food properly and clearly label all shelves/boxes for those coming after you.
- ***Make sure that meat for Sunday has been clearly labeled and in the cooler to thaw and is appropriately spaced out (different meats in separate bins), and that meat for the Monday and Wednesday Cooking shifts is boxed and clearly labeled in the freezer.***

## DECIDING WHERE TO DONATE

- **Campus Kitchen Office Pantry**
  - Any non-perishable items.
    - Examples: canned goods, grains, spices, dry goods, oils and sauces.
- **Our Daily Bread - Sunday**
  - Any thin-sliced meats, pre-cut fruit and ready-to-eat foods, especially prepared foods with best-by dates of the day received.

- Examples: cut melons, cut tomatoes, pre-made salads, pre-made sandwiches, wraps, dips, yogurt, cereal, lunch meats, and any cheeses other than cheddar, mozzarella or parmesan.
- **Salvation Army - Sunday**
  - Any hard breads.
    - Examples: baguettes, ciabatta rolls.
- **Live Forward - Monday**
  - Up to 3 boxes of breads/desserts and up to 3 boxes of refrigerated foods.
    - Examples: loose and packaged vegetables that require more preparation/cooking (e.g. eggplants or peppers) and not-as-common produce (e.g. artichokes).
  - We typically do not donate prepared meals to Live Forward, though you may do so if there is an abundance. You may also donate some pantry items that Campus Kitchen or the UGA Student Pantry may not use.
- **ACCA - Monday**
  - All Athens Farmers Market produce collected on Saturday should be labeled and set aside for Monday delivery.

## MEAL PLANNING FORM

- When meal planning, make sure to look at the appropriate meal planning template in the Google Drive [Meal Plans folder](#). Look at the notes for each part of the meal, and ensure that for Sunday, Monday and Wednesday there are adequate amounts of protein, grain, vegetables, fruits, and desserts.
  - Per the MyPlate standards, a meal is complete with:

<u>1 protein</u> (e.g. meat/fish or meat/fish casserole, meat sauce, bean etc.)
<u>1 grain</u> (e.g. bread, pasta, rice, etc.)
<u>1 vegetable</u> (e.g. salad, mashed potatoes, roasted potatoes/roasted veggies, vegetable casseroles, etc.)
<u>1 fruit</u> (e.g. fruit salad, whole fruit or baked fruit), OR <u>dessert</u> (packaged desserts).

- Make sure to account for extra servings of items (i.e. if a meal consists of a vegetable casserole *and* a salad on the side, the salad is considered an extra serving of vegetables and counts as “extra pounds”). Be sure to include an estimate of the amount of extra pounds in the appropriate section of the meal planning form.
- For Sunday and Wednesday Cooking we usually provide extra servings of fruit/dessert. Weigh the fruit as extra pounds and make sure to include it in the meal plan.

## RECIPES

- Note necessary ingredients, amount of each ingredient and necessary seasonings for each recipe. Provide clear instructions on how each food item needs to be cleaned, prepped, cut, seasoned, cooked, and stored. Some of the Shift Captains may not have experience in the

kitchen, so be as clear as possible!

- Check the CKUGA Recipes Log in the Meal Plans folder for the recipe you are making -- common recipes, such as meatballs and tomato salad, can be found here and can be copied and pasted into the meal plan to save you time!
- Include special instructions for Cooking Shift Captains, if necessary (make note of items that need to be frozen or when an item should be used or where an item is going).
- Try to include variety in the meal plans from week to week.
- Do not rely on just one cooking method; not everything can go into the oven at once.
- Check with CKUGA interns and staff regularly for items that are in the OSL pantry that can be used for meal planning.

## **BEST PRACTICES**

- **Sunday Cooking & Bag Packing**
  - Look closely at produce. Certain items will hold up throughout the week better than others. Anything that does not have a long shelf life, or is on the verge of going bad, should be used during the Sunday Cooking shift: (e.g. berries, lettuce, cut mushrooms, soft skinned fruit, etc.).
  - Separate bread (choose bread that will remain soft), fruit, extra vegetables, and packaged desserts for client grocery bags. You will need enough to provide for 20+ families. As meals will be packaged into individual clamshells, think of planning meals that can be easily portioned.
- **Monday Cooking**
  - Meals cooked on Monday will be packaged for larger household families in aluminum trays. So think of planning meals that can be prepared and served as family-style.
- **Wednesday Cooking & Thursday Packaging**
  - Choose breads and desserts that can easily be divided (e.g. packs of individual-size rolls, hamburger buns, etc.). Be sure to check for mold. You will need to provide enough for 75 individuals. Also, as meals will be packaged into individual clamshells, think of planning meals that can be easily portioned.
  - Choose fruit that will last the longest (e.g. apples, strawberries, peaches).
- **Takeout Tuesday (TOT)**
  - TOT occurs on the last Tuesday of each month. This is an opportunity to get extra food out to individuals on the Meals on Wheels waiting list. For TOT, Campus Kitchen provides breads, desserts, fruits (if available), UGArden produce (if available) and frozen soups. This program historically supports 45 families.
- **Sparrow's Nest Breakfast**
  - Sparrow's Nest Breakfast occurs on the first Saturday of each month. This is an opportunity to get extra breakfast breads, such as bagels and English muffins, fruits, and eggs cooked into casseroles out to Sparrow's Nest clients. Look for notes on the Meal Planning Checklist

about what items to set aside for Sparrow's Nest Breakfast. You will need enough to provide for 60-70 individuals.

- **Denney Tower**
  - Denney Tower dinners occur on various Sundays once a month. This is an opportunity to get extra desserts, prepared frozen entrées and other simple-to-prepare foods out to residents of Denney Tower. Look for notes on the Meal Planning Checklist about what items to set aside for Sparrow's Nest Breakfast. You will need enough to provide 50-60 servings.

#### **FINAL STEPS**

- Based on donations from Food Collection, set aside items whose shelf life can be prolonged (i.e. preserved) as soups, jams, blanched vegetables (to store in the freezer), etc.
- Contact Campus Kitchen interns or staff with any special needs for the shifts (e.g. extra food that needs to be purchased, brought from the OSL, etc).
- ***Make sure everything -- including frozen meat for Monday and Wednesday Cooking -- is clearly labeled/boxed for cooking shifts, Sunday/Monday agency donations, client grocery bags, Takeout Tuesday, Sparrow's Nest Breakfast, and Denney Tower Dinner.***
- ***Upload meal plans to the "Meal Plan" folder on the Google Doc ASAP.***