

# ***Village Project Student Cook Information and Agreement***



**This letter contains important information for Village Project Student Cooks and their parents or guardians. Please read the information carefully and sign the attached agreement.**

Village Project Student Cooks have the opportunity to participate with dozens of other students from a number of schools. They will learn culinary skills, sanitary safety, and how to prepare and package delicious and nutritious meals.

Whether students feel confident in the kitchen or have limited experience, all are welcome and appreciated. We look forward to teaching new skills and building on current abilities. Through VP service, students will contribute to community, meet great people, and learn how our food choices influence our health.

## **Cooking Days Responsibilities and Directions**

- 1. Sign in at the reception desk**
- 2. Head to the coat room**
  - Hang up your coats.
  - Leave your back packs and phones on the bookcase or hooks.
  - Put on your apron - once you have worked 12 times you will receive a green apron with your name, until then, other aprons are available for your use.
  - If you have long hair make sure it is tied back. If you forget a tie back there are some on the cabinet in the restroom.
  - Closed toed shoes must be worn in the kitchen.
- 3. On to the Kitchen**
  - Wash your hands thoroughly at the hand sink. (Remember to wash your hands after leaving the kitchen, using the restroom, or handling any raw meat or seafood).
  - Report to Kitchen Leader for instructions.
  - Ask questions if you do not understand something. This is how we learn.
  - Clean up your work area as you go, especially after completing a task.
  - If you have completed your assignment, help others, wash dishes, or ask the Kitchen Leader what else you can do to help.
  - Keep hydrated, this is important when working hard in the warm kitchen.
- 4. Circle Time**
  - Time to grab a snack from the kitchen, take a break and sit together around the table in the gathering area.
  - We will sign client cards, provide updates, read notes from our clients, share joys and concerns, and join in prayer. You will not be asked to pray out loud.
  - Please clear your place at the table.
  - Wash your hands after re-entering the kitchen.
- 5. Before you leave**
  - Cleaning up is also a part of cooking in the VP kitchen. Please assist with washing dishes, cleaning equipment, emptying garbage etc.
  - Place your dirty apron on the top of the washing machine to be washed.
- 6. Thank you for serving** - your help is a gift to so many!

## Scheduling

**There are over 100 volunteers serving in the VP kitchen. Scheduling can be challenging. We strive to communicate schedules clearly and consistently by:**

- Emailing monthly schedules in advance.
- Emailing reminders the week before students are scheduled.
- Texting reminders the Monday before students are scheduled.
- Inviting students and parents to access the google doc schedule online.
- At the beginning of each quarter an email is sent out asking students to provide their availability over the next several months. This is important as sports/activities and summer hours transition. Please reply promptly to these emails so we can complete schedules and ensure our kitchen is fully staffed.

**A fully staffed kitchen is vital as we strive to uphold our commitment to provide delicious and nourishing meals to our clients in a timely manner. We ask students to help by doing the following:**

- Be on time. Come to the kitchen immediately after school.
- If you are not able to work as scheduled, please find a substitute to fill your shift (See sub section below). Email or call the VP office 48 hours in advance of your shift to let us know who will be filling in for you.
- If you are ill, do not come to the kitchen. Let us know as soon as possible so we can find a sub.
- **It is extremely important that students stay for their entire shift. Students are asked not to commit to work if they are not able to stay the entire shift.**
- Please do not commit to work in the kitchen if you are currently involved in a seasonal sport, musical or other activity.
- If you would like to be placed on the schedule after the completion of seasonal commitment, please contact us. You will not be scheduled until we hear from you.
- After the third absence without notification or less than 48 hour advance notice, you will be removed from the schedule.

## Substitutes

Students who would like to be placed on the sub list are asked to submit their names and phone numbers to [schedule@ourvillageproject.com](mailto:schedule@ourvillageproject.com) or call the office at 440.348.9401.

Substitute Student Cooks names will be published on the google doc schedule and email schedule; however, phone numbers will not be listed.

**Students needing a substitute are asked to contact someone on the sub list at least 48 hours in advance. If a substitute's phone number is needed, the student may contact the VP office for that information at: 440.348.9401.**

**For scheduling conflicts, concerns or questions, email: [schedule@ourvillageproject.com](mailto:schedule@ourvillageproject.com) or call: (440) 348-9401.**

---

## Student Volunteer opportunities beyond the kitchen

**We appreciate that students have gifts and talents beyond cooking and we welcome their involvement and service in other Village Project areas. Other volunteer opportunities include, but are not limited to:**

Student Leadership Team

Gardening

Crafts

Graphic Design

Computer input

Publicity

Fundraising

Event Planning

Special Projects

**Please contact one of our staff to discuss the above in further detail and/or**

---

## Village Project Scholarship - Kiwanis Awards

Village Project is proud to annually offer one \$1,000 scholarship. This scholarship award will be given to a Bay High School graduating senior who has made a significant impact on the Village Project while demonstrating leadership, a positive attitude, and a servant's heart. Consideration will be given to students who have volunteered at Village Project 25 hours or more. Volunteer hours may include, but are not limited to: student cook, administration, communication, outreach, fundraising and development.

- Applications are available in the Bay High School Counseling Office in February.
  - Award is presented at the Annual Kiwanis Awards Ceremony in May.
  - Recipient is chosen by the Village Project Board of Directors.
- 

## Letters of recommendation/service and honor forms

**We are proud of our student volunteers and are honored to write letters of recommendations and sign service forms. In order to provide proper recommendation, we ask the following:**

- Recommendations and service forms are provided to students who demonstrate leadership and maturity. **All requests must come directly from the student.**
  - Please provide a minimum of two weeks notice when requesting letters of recommendation.
  - Service and honor forms may be signed by staff members during business hours.
- 

## We look forward to working with you in the VP Kitchen!

**Janis Reinke**

**Program Manager**

**[jreinke@ourvillageproject.com](mailto:jreinke@ourvillageproject.com)**

**Sandy Deckelman**

**Kitchen Leader**

**Barb Harrell**

**Executive Director**

**[bharrell@ourvillageproject.com](mailto:bharrell@ourvillageproject.com)**

**Margi Kuhn**

**Administrative Assistant**

**[mkuhn@ourvillageproject.com](mailto:mkuhn@ourvillageproject.com)**

# Student Cook Application

## Village Project Student Cook

### Student Acknowledgement

I have read the *Village Project Student Cook Information Agreement* and understand what is required of me as a Village Project student cook and the commitment I am making to the organization.

Student Cook Name (please print)

---

Student Cook signature

---

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

### Parent/Guardian Acknowledgement

I have read the *Village Project Student Cook Information Agreement* and understand what is required of (my) child, \_\_\_\_\_, as a Village Project student cook and the commitment he/she is making to the organization.

Parent/Guardian (please print) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_

Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

# Student Cook Application

Name \_\_\_\_\_ Training Date \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Gender \_\_\_\_ M \_\_\_\_ F Age \_\_\_\_\_ Birthdate \_\_\_\_/\_\_\_\_/\_\_\_\_  
 Name of High School Attending \_\_\_\_\_ Graduation Year \_\_\_\_\_  
 Address \_\_\_\_\_ City \_\_\_\_\_ Zip Code \_\_\_\_\_  
 Home Phone \_\_\_\_\_ Cell \_\_\_\_\_ Cell Carrier \_\_\_\_\_  
 Preferred E-mail Address \_\_\_\_\_

## Scheduling

During the school year cooking shifts are approximately 3:30-6:00PM. Times vary slightly due to the menu. Please plan to stay until your shift is complete and the kitchen has been cleaned. Cooking is done earlier in the day during the summer months. Specific times will be communicated prior to summer scheduling.

I am available to begin volunteering on \_\_\_\_\_

I prefer to work: \_\_\_\_ Weekly \_\_\_\_ Bi-Weekly \_\_\_\_ Monthly

on: \_\_\_\_ Tuesdays \_\_\_\_ Wednesday \_\_\_\_ Thursday \_\_\_\_ any day

\_\_\_\_ Please put me on the sub list. The best way to reach me quickly is by: \_\_\_\_ phone \_\_\_\_ text \_\_\_\_ email

## After School Activities

Fall						
Winter						
Spring						
Summer						

Parent(s)/Guardian(s) Names: \_\_\_\_\_

Mother's Contact info: Cell \_\_\_\_\_ Email \_\_\_\_\_

Father's Contact info: Cell \_\_\_\_\_ Email \_\_\_\_\_

Guardian's Contact info: Cell \_\_\_\_\_ Email \_\_\_\_\_

\_\_\_\_\_ I have read, understand, and signed the Village Project Student Cook Agreement

# Village Project Student Cook Parental/Guardian Consent and Acknowledgement

Student's Name:

---

**To Whom It May Concern:**

The undersigned do hereby give permission for our (my) child, \_\_\_\_\_, to participate in Village Project activities. I understand that while working at Village Project my child will use equipment that may be dangerous if not used properly. Such equipment may include, but is not limited too: knives, food processors, blenders, stoves, and ovens. I do hereby agree to indemnify and hold harmless Village Project (including its officers, directors, staff members and/or volunteers) from any claim made by any person whomsoever on account of such injury.

Parent/Guardian (please print) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

I give permission for videos or pictures of our (my) child, \_\_\_\_\_, that might be taken while involved in Village Project activities, to be shown in Village Project promotional materials.

Yes \_\_\_\_\_ No \_\_\_\_\_

Parent/Guardian (please print) \_\_\_\_\_

Parent/Guardian signature \_\_\_\_\_ Date: \_\_\_\_ / \_\_\_\_ / \_\_\_\_

For VP office use only				