



Kerr Street Mission
Oakville's Mission of Hope

485 Kerr Street
Oakville, Ontario
www.kerrstreet.com



MONDAY AND WEDNESDAY COMMUNITY MEAL **HANDBOOK**

THANK YOU FOR SERVING WITH US!

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Welcome to Kerr Street Meals!



Eating together has become an integral part of what we do.

Gathering around the table, sharing food, conversation and time together is a wonderful way to connect people and build community.

Currently we are offering 5 meals each week. Meals are lovingly provided by volunteer groups. The groups purchase, prepare and serve the meal. All who come have an opportunity to fill-up on a nutritious meal, build relationships and enjoy the company of others.

Why do we eat together?

At Kerr Street Mission we are intentional about building community. We recognize that connecting with others regularly, having a sense of belonging, and friendships have a profound impact on our health and well-being.

Our goal for Food Services at KSM is to provide families with access to healthy, nutritious, and culturally sensitive food options consistently. We rely on the support of community partners, donors, and local producers to ensure that the shelves in the market stay stocked and clients are empowered to make informed eating choices for themselves and their families supporting their physical, mental, and emotional wellbeing.

Kerr Street Values

At Kerr Street Mission, we are committed to upholding a welcoming and supportive culture. To help with that, we have developed the acronym “**KSM CARES**” to encompass our core values and service standards. These guide all of our interactions with members of our community, volunteers and fellow employees.

OUR CORE VALUES	WE STRIVE TO BE
K indness in Action	C ompassionate
S ervice through Humility	A ttentive
M aking Meaningful Connections	R espectful
	E quitable
	S incere



Meals are just one resource available to people who come to Kerr Street for help, to learn more about our Children and Youth Programs, Food Market, Family Services, and debt programs, talk to a staff member or arrange a tour!

General Meal Info

What is your part in making meals happen?

Every Monday and Wednesday we host a family night. This community meal is dedicated to children under 18 and their parents to enjoy a healthy meal together in a safe space allowing them to connect with other parents, form friendships, interact in play with other children, complete their grocery shopping and have the support of KSM staff.

Family nights are not just a dinner. Every family night includes an after dinner (or dessert) kid friendly activity as well. We would love for you to participate in the activity with our Kerr Street Kids.

This includes open gym time, sports, crafts, etc. planned by the KSM team. If you'd like to run an activity let us know **one month** in advance (otherwise KSM will plan something), and **2 weeks** in advance what activity you will be doing.

Want to make the evening extra special? Consider providing a themed event, decorations, and dessert!

We have space to seat 45 people for the meal and serve clients in a first come first serve basis.



KSM Meal Requirements



Age Limits

Please ensure your team meets the following criteria: those in the kitchen need to be **at least 14 years** old, those 13 and under are not permitted. Those under 18 need adult supervision. **Maximum 12 people** are permitted to attend for meal preparation and service.

What to wear?

Closed toe shoes (no heels or sandals). Clothing needs to be clean. You are required to have your **hair covered** while in the kitchen. You are welcome to bring a cap. Aprons, gloves, and hairnets will be provided for you.



Health and Safety

For the health of your group and our clients, please **do not** come if you are sick or experiencing symptoms!

Planning Your Meal

We would like each client to receive a meal that is healthy, delicious, and different to what they might be able to cook themselves from the items in the market. Below are some guidelines to help you plan a successful meal.

Portion Numbers



You will need to prepare food for **45 clients** with enough to offer seconds (we suggest rounding your recipe up to **60 portions**). We also ask that at least **10 portions** are vegetarian. Feel free to make more so your team can eat with clients. Coffee and tea are provided but we encourage you to bring drinks and dessert.

Planning the Menu



When planning your menu, please reference our healthy meal builder and our roster of menu suggestions put together from our clients. Please send us your menu **two weeks prior** to your scheduled date so we can promote your mealtime. If you'd like to purchase a meal plan please confirm with us **one month in advance**. Clients have also mentioned disappointment that groups overwhelmingly choose to cook pasta, if possible, please try to stay away from pasta dishes as a main. Pasta is a dish they have very often from our food bank and we strive to provide more nutritious options at mealtimes.

Health and Safety



Due to health and safety regulations, all of the food served needs to be prepared in an industrial kitchen. Home made items cannot be distributed at meals or in the market.

Our kitchen is well equipped with everything you will need in terms of equipment, PPE, serving supplies, basic oil, spices and baking ingredients. Please reach out if you are looking for something specific.

Healthy Meal Builder

Please consider these guidelines when preparing your menu. We want to ensure that we are offering a balanced meal that contains all of the groups below. Please take into consideration that KSM prefers to serve meals that clients do not often have access to and that would appeal to the intended clientele; in this case children! *This is an excellent opportunity for you to help us raise the bar on what food we offer potentially low income clients.*

High Protein Foods

Protein is essential for fueling energy. Try including a healthy protein option like poultry, beef, eggs, or dairy.

Fruits and Vegetables

Choose a variety of colours for increased nutrients such as vitamins, minerals, and fibre.

Vegetarian protein contains no meat products.

Examples: Tofu, Beans, Lentils, Peas.

Whole Grains

Whole grain foods contain more fibre.

Examples: Brown Rice, Quinoa, Couscous

Please prepare the following:

- **42 meals total:**
- All of which are well-balanced and healthy serving sizes
- All of which appeal to the intended clientele (children aged 1-18)
- **5 of which are vegetarian**
- An **additional** amount for second helpings & for your volunteers to enjoy a meal too

Menu Suggestions

Stuck on what to make? We have gathered suggestions directly from our Family Night attendees! Here are some of the meals they would love to have.

- Taco Night
- Chicken Pot Pie
- Chicken Parmesan & Rice
- Breakfast for Dinner
- Pizza Night
- Cheeseburgers
- Meatballs
- More meat including Chicken and Beef

Special Requests

- Salad dressing on the side
- Dairy and Egg free options

Meet The Team

When you arrive at Kerr Street, a food services staff member will greet you to provide a tour of the kitchen and answer any questions you may have. Below are our staff you may have the opportunity to work with you.



Kosi Ijezie

Food Services Team



Sam Coburn

Food Services Team



Meredith Burpee

Food Services Team



Laura Woon

Food Services Team

Meal Liaison

Along with staff members, your group will also be supported by the meal liaison.

The meal liaison is responsible for the overall flow of the meal, ensuring it starts and ends on time, fostering a sense of community, and acting as a bridge between the meal group and clients.

Meal liaisons will also:

- Ensure the dining room is ready
- Prepare tea and coffee
- Make sure you have everything you need to begin serving
- Assist with the start of cleanup



Meal Timeline

3:45 Arrival

The kitchen will be available for you at 3:45. On your first visit, please be sure to arrive on time to review materials and have a staff member walk you through the kitchen.

4:00 Begin Cooking

Once you have received the walk through of the kitchen you can begin to cook! If you are planning to decorate the dining hall or lay out menus on the tables, please be aware that tables must remain in place to be able to comfortably seat everyone. However, you are welcome to decorate as you wish! Our dining room is set up with 7 tables and seating for 50.

5:45 Meal Service Starts

A volunteer meal liaison will arrive before dinner begins to set up beverages, help prepare the dining room, assist diners, help with cleanup and ensure the meal progresses smoothly.

Your group is to serve clients **buffet style**. After first helpings diners can have seconds if they wish. The remaining food can be packed in containers and placed in the market fridge.

7:00 Clean-up and Activities

You will be responsible for doing the dishes and cleaning the kitchen before KSM closes at 8pm. You will be provided with a cleaning checklist when you arrive on-site.

A Note on Seconds

What do we do with extra food?

After the meal is served to clients, there may be enough food to offer seconds of the meal or specific meal items.

- If there is enough food for all clients: Please inform the meal liaison or staff member, who will make an announcement to let clients know seconds are available. Clients are not permitted to take food home in their own containers but may take it to eat in the dining room. Any remaining food after seconds should be packed up as leftovers.
- If there is not enough food for all clients: Please pack the remaining food in takeout containers for our market. These meals will provide a great option for clients who shop in the market.



What's Next?

Here are some things to complete before arriving for your meal:

- Send confirmation of your date to meals@kerrstreet.com
- **One Month in Advance:**
 - Let us know if you will be pre-paying for ingredients
- **Two Weeks in Advance:**
 - Forward us your menu. Please include as much information as possible for our diners with food restrictions including:
 - All ingredients in the main dish and vegetarian dish
 - All ingredients in the side dishes and dessert
 - Will you be bringing additional drinks?
 - Indicate if dishes are halal, vegetarian, nut free, dairy free, etc.
- Please forward this handbook to all members of your team and ensure they have read the guidelines and are aware of health and safety policies, dress code, and know what to expect when they arrive at Kerr Street Mission.
- The group lead can proceed to complete the AODA training.
- If you would like to discuss your menu or meal date further with our team please email Laura at laura.woon@kerrstreet.com or Nicolle at nicolle@kerrstreet.com

When you arrive on-site proceed to the front desk where you will sign in to confirm you have read and understood the AODA training. Be sure to bring your ingredients!

See You Soon!