

Family Meal Initiative SOP's

Source: Clay Nutting, Brad Cecchi/Canon Restaurant

Cost Break Down

- **Meal Kit \$20 Per Kit (Equivalent 4 meals per kit)**
 - \$15 for restaurant to cover food vendor payments, packaging, labor, and fixed costs.
 - \$5 allocated for administration, distribution, and miscellaneous costs.
- **Sundries Bag \$10 Per Bag (FOR SHRA PROGRAM ONLY!!)**
 - Higher food cost 4 per bag for product (grocery type items)

Billing and Invoicing

- **SHRA funding for 8-weeks has been approved**
- Fundraising updates for additional orders (outside of SHRA) will be provided on a weekly basis.
- Outside of the SHRA contract, orders will be issued by program administrator.
- Outside of the SHRA contract, **DO NOT** make boxes without a Purchase Order.
- Restaurant will manage their \$15 per box (+\$10 for SHRA) and pay vendors accordingly.
- Restaurant will invoice program administrator for reimbursement.

Standard Packaging

The following items will be purchased by administrator as part of the program's administrative fees.

1. "Can Trays" (15 3/8" x 10 7/16" x 3)
2. Kraft Bio Pack #1 (7 5/8" x 5 1/2" x 2 1/2")
3. Kraft Bio Pack #3 (4 1/2" x 3 1/2" x 2 1/2")

Other Recommended Packaging

The following packaging will be the responsibility of the restaurant to purchase. These items may be reimbursable in the future if the funding allows.

- Deli containers for Soups (32 oz)
- Plastic Bags for Salads (1 Gallon Ziploc)
- Brown Grocery Bags for Sundries

- SOS to go containers for dressings (2oz)

Sourcing

Sourcing of all items outside of the provided packaging will be the responsibility of the participating chefs.

Suggested partners include:

- **Wholesale Vendors**
 - Donation of expiring product if any
 - Purchase of dry goods and non-perishables
 - Discounts where applicable
- **Non Profits / Non Vendor Food organizations**
 - Procurement of expiring product
- **Farms**
 - Purchasing and donations happen at the restaurant level with farmer relationships. Encourage them to save on their production cost by providing greens, tops, imperfections, etc.....
 - Support local where at all possible.
- **Delivery of Product**
 - Delivery should be made directly to restaurant
 - Phase 2: Consolidated farms delivering to central hub....?
 - Phase 2: Potential bakery participation for mass distribution?

Production

EACH BOX NEEDS TO BE ENOUGH FOOD FOR 4 PEOPLE

- Protein 3-5 ounces per person
- Starch
- Veg and/or salad
- Sauce (mayo, mustard, salsa....etc)
- Bread

CHEF'S DISCRETION ON MENU

- Up to you! Honor based i.e. don't be an asshole!

Sample Menus

Grilled Chicken Breast (16oz)
 Potato Salad (8oz)
 Asparagus Medey (8-10oz)
 Cole Slaw (8oz)
 Bread

Chilli (48oz)
 Cooked Rice (1 qt)
 Broccoli (8oz)
 Corn Bread
 Cookies

Enchilada Casserole(12oz)
 Shredded Chicken (12 oz)
 Tortilla Chips (Gallon Bag)
 Green Salad with Dressing (8 oz)

Bolognese (24oz)
 Pasta cooked (1.25 qts)
 Green Beans with caramelized onion
 (8oz)
 Romaine & Cucumber Salad (8oz)
 Bread

Must be packaged for delivery and distribution, think about FOH for this.

Production Tips.....

- Sliced Proteins are not your friend
- Soups, stews, chillis and pasta dishes work well
- Cut veg small enough to fully cook with steam in microwave, don't blanch and cool, distribute raw, saves on time and resources
- Prep day before so product can be as cold as possible at time of distribution.
- Example: Prep & portion Monday, pack boxes Tuesday morning for 10 am distribution
- Paper bags will get damp If pre packed night before and bottoms will fail.
- Bio Pack boxes will be fine.
- Be Careful of Time temp abuse, we generally all have small restaurants and cooling this amount of product can be a challenge
- Example. Cool hot pasta with cold sauce, and slack out on sheet trays.
- Serve cold sides wherever possible.

Sundries Guidelines

- Whole Fruit
- Granola / Cereal
- Save on Dairy make oat / rice milk

- TP?
- Tortilla / Potato chips

Distribution

- Partner determined on a case by case basis (ex. SHRA program distro by ParaTransit)
- Pick Up from restaurant in morning on delivery day
 - Distribution sites to be determined on a case by case basis
 - At distribution site there will be staff (restaurants not responsible for physically handing out food)