

# MUSC Urban Kitchen

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*Best Practices Toolkit*



<http://musc.edu/ohp/urban-farm>

# MUSC Urban Kitchen Toolkit

## About MUSC Urban Kitchen

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Nestled amongst the culinary garden beds of the Medical University of South Carolina's Urban Farm on Bee Street, sits the MUSC Urban Kitchen. This new amenity adds opportunities to bring new programs to the MUSC Urban Farm; highlighting better nutrition and healthy living, environmental stewardship through immersive gardening and cooking programs, events, and classes for all ages.

## Introduction

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### What is the Urban Kitchen

Research shows that communal cooking can have positive impacts on social support networks, education, and personal health practices. The Urban Kitchen seeks to bring community to the table by engaging in interactive cooking and eating for health. The Urban Kitchen hosts events to promote ways to eat healthy as well as renting out the kitchen space for groups to incorporate culinary community into their party or event.

### Why have an Urban Kitchen event

- Learn how to prepare healthy, tasty and nutritious meals
- Develop food knowledge and cooking skills
- Become more skilled in budgeting and shopping
- Try new foods
- Taste test tasty and nutritious meals
- Build confidence cooking and feel more comfortable in the kitchen
- Cook in a social atmosphere!

### Learning Principles

*The MUSC Urban Kitchen seeks to promote interactive educational programming on eating for health. We seek to make every experience fun and educational for people through our Learning Principles:*

- Communal, group education is a catalyst for change. People learn most from their peers. We seek to help people share their own experiences and create a situation where they are encouraged to communicate and learn from each other.
- Foster a spirit of collaboration. Collaborative, interactive learning focuses on working together as a unit and the interplay between each person. Learners collaborate with instructors and with each other.
- Experience is a critical teaching tool. Experiential education provides an engagement and opportunity for real life relevance. The Urban Kitchen team can create a situation in which visitors, guests, and groups can share in the planning, choose the topics and participate in a communal meal together using each persons experiences, knowledge, and foster new conceptual understanding.
- Create a climate that encourages and supports learning. Everyone has a sense of personal dignity. A safe atmosphere where learners can admit confusion and express different opinions is one that

enhances learner self-esteem and reduces fear. The Urban Kitchen prides itself on promoting a space where people can experiment and make error as a learning tool to become better at eating for health.

## Positions

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### Urban Kitchen Supervisor

The Kitchen Supervisor is a member of the Urban Farm leadership team, they serve as the point-person to liaise with each group, assist with scheduling of each event, and be on site to assist with the kitchen event.

Each kitchen supervisor has experience and training in best practices for the Urban Kitchen operations.

### Urban Kitchen Dietician

The Urban Kitchen Dietician is a member of the Urban Farm leadership team, assisting and providing information on food and nutrition as well as advising on safe food handling.

The Urban Kitchen Dietician is a registered dietician trained in food and nutrition specialization as well as safe food practices.

### Professional Facilitators

Partnerships with Sodexo chefs from the MUSC Cafeteria as well as local food purveyors to provide support on group facilitation and/or education techniques.

Each professional facilitator has a special set of talents and teaching skills that promote various aspects of healthy eating and is skilled in culinary arts and food safety.

## Urban Kitchen Facility

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### Specifications:

- (1) 4 burner propane grill
- (1) charcoal grill
- (1) One earthen cobb oven, 14 inch door opening
- (1) Sink on site
- (1) Mini fridge on site
- (1) Large double basin sink adjacent to kitchen
- (1) Hand washing station adjacent to kitchen
- (1) Large capacity (23 cubic feet) commercial refrigerator adjacent to kitchen
- Total work space: 27 feet long, 29" wide (5 foot long prep space)

### Seating area

- (2) 30x20 foot patio
- (5) 8 foot teak tables
- (12) Teak chairs
- (40) Folding chairs
- \* Additional folding tables can be made available upon request

### Water Supply

There is potable water adjacent to the kitchen and a working sink for prep. Hand washing station is available onsite.

## Bathrooms

Bathrooms are in the Dental College next to the Urban Farm. They will be accessible during every registered event.

## Kitchen Supplies

The Urban Kitchen provides essential cooking utensils for use on the grill and the pizza oven. A supply list can be found in the Appendix. The Urban Kitchen staff asks that you please provide your own serving ware, plates, napkins, and dishes for your event.

The Urban Kitchen seeks to reduce waste streams by promoting the use of reusable or compostable tableware such as plates, cutlery, and napkins at events.

## Types of Events

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### Cooking Classes

A group of people who want to get together and learn to cook, with one or more instructors. The only people eating the food are those who helped prepare it or who were present in the class.

Because this is a private function, it is not necessary to have any certifications or licenses.

### Cooking for a private function

A small group that convenes for shared cooking and eating. This function is not advertised to the public; the only people eating the food are those who helped to prepare it, or personal guests of those who helped to prepare it.

When a private group convenes for food consumption, they do not need a license as long as the food they prepare is not going to be consumed by the public.

### Preparing food for a fundraiser/donation

Food being prepared for immediate consumption by group.

Operation may sell, or offer to sell, food items directly to a person for his own use and not for resale.

## Urban Kitchen Rental

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### Availability

The Urban Kitchen is available for use only by reservation. Reservations must be made 2 weeks in advance of any event. Events are scheduled on a first come-first serve basis. Any person or persons who rent the space for an event must attend a planning meeting with the Urban Kitchen Supervisor prior to the event.

### Pricing

The Urban Kitchen charges a rental fee for use of the kitchen facilities. The Urban Kitchen rental fee delivers a kitchen supervisor to assist with your cooking needs as well as providing the various fuel sources to run the kitchen grills and oven. A cooking demonstration, team building activity, or tour can be combined for additional cost based on availability and size of the group.

Rental Activity	Time	Materials	Total
Use of the Urban Kitchen area 1-3 hours	\$100	-	\$100
Use of the Urban Kitchen Propane Grill 1-3 hours	\$100	50	\$150
Use of the Urban Kitchen Charcoal Grill 1-3 hours	\$ 100	30	\$130
Use of the Urban Kitchen Pizza Oven 1-3 hours	\$100	60	\$160
Use of Urban Kitchen Pizza Oven and one or more grills	\$200	\$100	\$300
Use of the space or amenities for additional hour	\$50 per hour		\$50 per hour
Healthy Eating Tour or Cooking Demonstration	Ask for specialized pricing		

## Rental Procedure

- Each person must put in a request to rent the space through the MUSC Urban Kitchen’s online request form at least one month prior to the desired event date.  
<https://web.musc.edu/resources/health-and-wellness/ohp/urban-farm/visit>
- An Urban Kitchen supervisor will communicate the availability and the specific needs of the requester via email or initial meeting, as well as the cost for the event.
- The renter will accept the cost, confirm the reservation, and sign the Urban Kitchen rental agreement.
- Payment
  - MUSC and MUHA Departments ONLY can provide an IIT transfer to the MUSC Grounds Department.
  - All outside renters must make cash or check payment to the MUSC Grounds Department. All checks must be made out to MUSC Grounds Department.
- Two weeks prior to the event the event organizer will meet with the kitchen supervisor to finalize the menu, needs, and timeline for the event. The renter is responsible for organizing all additional rental equipment.
- The renter will clean all Urban Kitchen items used and remove all equipment and supplies brought with them. The renter is responsible to clean the area and ensure all trash has been put in correct trash receptacles.
- If the event is scheduled to run any time after 6pm, all guests will leave the Urban Farm space no later than one half hour after the event is scheduled to end.

## Rain Plan

The Urban Kitchen cannot provide an alternate rain location. The Urban Farm and Urban Kitchen do not provide tents but can accommodate tents up to 30 X 20 ft. in size if the renter chooses to rent one on their own. The Urban Kitchen supervisor reserves the right to cancel or postpone any event, at any time in the case of severe weather event and/or if there is a lightning strike within 5 miles of the Urban Kitchen.

## Menu Planning

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### Recipe Suggestions

The Urban Kitchen can assist in offering fun, healthy, and simple recipes to cook on the grill or in the oven. When available, the Urban Kitchen will work to provide complimentary herbs from the Urban Farm as well as sample vegetables and fruits.

### Food Guide

The Urban Kitchen works to encourage and support access to healthier foods and beverages as a way to promote healthy lifestyles in the community. The Urban Kitchen encourages event organizers to offer healthy options as part of a complete balanced meal served during events at the MUSC Urban Farm. Please refer to the Urban Kitchen tip sheet in the appendix for offering healthy food and beverage options at your Urban Kitchen Event.

### Local Foods

The Urban Kitchen supports incorporating local and in season produce for events. A helpful seasonal produce calendar can be found in the appendix.

### Desserts

Desserts are not an emphasis in the Urban Kitchen. Consider offering fresh fruit as a dessert, or using in-season fresh berries, yogurt and granola parfait.

## Shopping

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### Urban Kitchen Offerings

The Urban Kitchen will provide all fuel required for your cooking needs as well as the essential tools to operate the grills and oven.

### List of Suggested Needs

The Urban Kitchen does not provide any basic cooking ingredients for your event. It is encouraged that you bring all supplies you may need. For pizza parties, a suggested shopping list and price estimate is provided in the appendix.

### Pizza Parties

The Urban Kitchen has partnered with Nimbo pizza to offer pizza making kits, complete with all the ingredients you need to have a fabulous pizza party. Pizza kit prices can be made available upon request during planning meetings. A copy of the pizza kit pricing can be found in the appendix.

## Food Safety

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Food-borne illness is a widespread and potentially dangerous threat to all of us. Awareness and education are key to reducing the possibility of food-borne illness. At each cooking event, the event organizer and supervisor will review important food safety practices with participants. The Food Safety Guide can be found in the appendix and posted at the Urban Kitchen.

## Liability

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Each event organizer will sign a liability agreement prior to the event. The liability form will need to be signed after the initial meeting to finalize the event. A copy of the liability form can be found in the appendix.

## Appendix A: Kitchen Equipment List

<b>Large Equipment</b>	2	Grill gloves
Double sink	2	Grill lighters
Hand washing station	1	Metal dust pan
Refrigerator storage	2	Metal grill spatula
Charcoal grill	1	Metal grill tong
Gas grill	3	mixing bowls
Cobb pizza oven	2	Pizza cutter
<b>Small Equipment</b>	1	Pizza oven brush
1 BBQ clean brush	1	Pizza peel
3 Cast iron pans	10	pizza plates 10"
1 Charcoal starter	20	pizza plates 8"
5 Chef knife	4	Plastic mixing bowls
5 Cutting board	5	Plastic tongs
1 Digital oven thermometer	1	Propane tank
2 Dough scraper	1	Vegetable grill pan
1 Grill brush		

## Appendix B: Pizza Shopping List and Price Estimate

*This shopping list will feed approximately 15 people, with 15 10" pizzas*

<b>Ingredients</b>	<b>units</b>	<b>unit amount</b>	<b>total</b>
8 oz. premade pizza dough	10	\$2.29	\$23.00
pizza sauce (tomato) (14. oz. can)	5	\$0.99	\$4.95
mozzarella (32 oz. bag sliced)	1	\$8.99	\$8.99
parmesan (6 oz bag shredded)	2	\$3.39	\$6.78
medium onion	3	\$0.25	\$0.75
Tomato (2 lb. bunches)	3	\$2.49	\$7.47
garlic (1 head)	3	\$0.59	\$1.77
Spinach (8oz bagged)	3	\$2.99	\$8.97
various vegetables (1 pound)	2	\$5.99	\$11.98
		<b>TOTAL:</b>	<b>\$74.66</b>



## Appendix C: Food Safety Guide

### Guidelines for outdoor cooking and serving of food

It is generally recognized that there will always be risks associated with the cooking, preparing, and serving of food. The goal is to reduce those risks to a level that will ensure a safe experience.

### Safety Procedures

- **In case of emergency, call Public Safety first: (843)792-4911**
- FIRST AID KITS are in the blue bins next to the double sink
- FIRE EXTINGUISHER is located inside the kitchen cabinets
- WEAR CLOSED TOE SHOES.
- WASH YOUR HANDS. Soap and paper towels are at the handwashing sink. Do not wash hands in the 2-compartment sink.

### Refrigerator

**The temperature of the refrigerator should be <41°F.** DO NOT serve the food if the temperature is >41 °F. Please do not leave anything in the fridge when you are done; leftovers will be discarded.

### Food Safety

- Prior to serving food, wash hands in the handwashing sink:
  1. Turn on hot water
  2. Apply soap
  3. Scrub hands & arms for 10-15 SECONDS.
  4. Rinse
  5. Dry with a single-use towel or air dry
- Handwashing is especially important before starting service, after using the restroom, after sneezing, coughing, eating, drinking, handling raw food, or handling garbage.
- Gloves are by the sink and must be used to handle food that is “ready to eat”. They should never be washed or re-used. They must be changed at least every two hours, when they become soiled or torn, or when beginning a new task. Hands must be washed before putting on gloves and when changing to a new pair.
- No eating or drinking while serving food.
- **DO NOT serve food that has been >41° F for more than 2 hours unless it is being cooked to >165°F before eating.**
- Be sure to cook foods to the following internal temperatures – and refrigerate or discard leftovers after 4 hours:
  - Beef, pork, lamb, fish or eggs >145° F
  - Ground meat products >155° F
  - Poultry or stuffed foods (like stuffed chicken) >165° F
  - Any food that was previously cooked then cooled and stored should be reheated to >165° F

- Keep fruits and vegetables that will be eaten raw separate from other foods such as raw meat, poultry or seafood and from kitchen utensils used for those products. Take these steps to avoid cross-contamination:
  - Wash cutting boards, dishes, utensils and counter tops with soap and hot water between the preparation of raw meat, poultry and seafood products and the preparation of produce that will not be cooked.
  - If you use plastic or other non-porous cutting boards, run them through the dishwasher after use.
- When preparing any fresh produce, begin with clean hands. Wash your hands for at least 20 seconds with soap and warm water before and after preparation.
  - Cut away any damaged or bruised areas on fresh fruits and vegetables before preparing and/or eating. Produce that looks rotten should be discarded.
  - Wash all produce thoroughly under running water before eating, cutting or cooking. This includes produce grown conventionally or organically at home, or purchased from a grocery store or farmer's market. Washing fruits and vegetables with soap or detergent or using commercial produce washes is not recommended.
  - Even if you plan to peel the produce before eating, it is still important to wash it first so dirt and bacteria aren't transferred from the knife onto the fruit or vegetable.
  - Scrub firm produce, such as melons and cucumbers, with a clean produce brush.
  - Dry produce with a clean cloth towel or paper towel to further reduce bacteria that may be present.

## Clean Up

- Wipe down tables and chairs with cleaner and rags. Cleaner and rags are in the blue bins next to the sink. Dirty rags may be left in the sink.
- Clean up all trash and debris and place in proper receptacles. The Urban Farm strives to be a zero-waste space; your support helps us achieve that.
  - Please place all RECYCLABLE materials in the recycling bin including plastic bottles and plastic containers.
  - ALL food waste and paper products may be disposed in the can/ bag labeled COMPOST. This includes meats and oils and any compostable plates and flatware.
  - Things that must be thrown in the TRASH include Styrofoam cups and plastic gloves. Tie up the bag and leave it in the can. IF the trash can overflows, tie up the bag and leave it next to the trash and use a new bag, located by the sink.

## Appendix D: Propane Grill Operation

Never operate without the assistance of a kitchen supervisor.

Follow Risk Management Steps prior to use outlined in Appendix.

### Lighting Main Burner(s):

- Check to see that propane gas cylinder is filled.
- Check that the end of each burner tube is properly located over each valve orifice.
- Make sure all gas connections are securely tightened.
- Always open lid before lighting.
- Set ALL BBQ Grill control knobs to “OFF” and open propane supply.
- Ignite only the burners you intend to use, using the same method for each:
- Push in control knob completely and rotate slowly (3 to 4 seconds) about 1/4 turn to the left (counter clockwise) until a click is heard. The 3 to 4 second duration should provide enough gas to light the burner.
- If the burner does not light, immediately return the control knob to ‘OFF’, wait several minutes for the gas to disperse, and repeat the process. After burner ignites, repeat procedure with any other burner needed.
- Adjust control knob(s) to desired cooking temperature.
- **NOTE:** If igniters fail to produce a spark at the electrode tip, burners can be manually lit with a fireplace-type match.
- **NOTE:** To light gas grill with a fireplace-type match, follow steps 1 through 5 above. Remove cooking grid and flame tamer from burner you wish to light. Insert lighted fireplace-type match or long-necked butane lighter placing flame near to burner ports. Press in control knob and rotate left to “HIGH” setting to release gas. Burner should light immediately. If more than one burner is needed, repeat procedure with each burner. Replace flame tamer and cooking grid. Turn off burners not needed, and adjust other burners to desired cooking temperature.

### OPERATION

**CAUTION: DO NOT LEAVE GRILL UNATTENDED WHILE IN USE.**

### Preheating:

- It is necessary to preheat the grill for a short time before cooking certain foods, depending on the type of food and the cooking temperature. Food that requires a high cooking temperature needs preheat for five minutes; food that requires a lower cooking temperature needs only a period of two to three minutes.
- There is no need to preheat for casseroles or other foods that require slow cooking.
- It is recommended you use protective gloves to operate the grill when handling any components with transferred heat temperature.
- Turn off the gas supply at the gas supply source after usage.

## **COOKING TEMPERATURES**

- **HIGH setting** - Use this setting only for fast warm-up, for searing steaks and chops, and for burning food residue from the cooking grids after the cookout is over.
- **MEDIUM setting** - Use this setting for most grilling, roasting or baking, and for cooking hamburgers and vegetables.
- **LOW setting** - Use this setting for all smoke cooking, rotisserie cooking, and when cooking very lean cuts such as fish.
- **NOTE:** These temperatures vary with the outside temperature and the amount of wind.

## **Cooking with Indirect Heat**

- You can cook food slowly to perfection on one side of the grill by indirect heat from the next burner. The heat from the lighted burner circulates gently throughout the grill, cooking food without any direct flame beneath or below the food you are preparing. This method greatly reduces flare-ups and juices that drip down during cooking. Place a drip pan slightly smaller than the food on the cooking grids or flame tamer surface under the food being cooked. This will allow you to catch juices for making gravy.

## **Cleaning Gas Grill**

- Remove all food from cooking grates.
- Turn burners on to high heat.
- Clean grates with non-metallic pad (such as Scotch-Brite) while grates are still hot.

## Appendix E: Charcoal Grill Operation

Never operate without the assistance of a kitchen supervisor.

Follow Risk Management Steps prior to use outlined in Appendix.

### Lighting the Charcoal with a charcoal Chimney

- Fill the chimney with the appropriate amount of charcoal. A standard chimney holds about 100 briquets. But you may not need that many.
- Add one or two sheets of newspaper, following the instructions on the chimney. Light the newspaper in several spots. As the newspaper burns in the chamber below, the flames light the edges of the charcoal above. Peek through the vents of the chimney to check if the coals have started and the edges of the coals have turned gray. If the coals have not started, burn another piece of newspaper.
- After about 10 minutes, you will see the coals starting to glow through the vents and flames starting to flicker over the top layer of coals. Pour them out into a pile and wait until the coals are mostly covered in ash and gray in color.

### Lighting Charcoal with Lighter Fluid

- Arrange the coals into a neat mound. Piling the coals into a mound or pyramid will help increase coal-to-coal contact and help the fire spread.
- Add lighter fluid to the pile of unlit coals and light immediately. Carefully squirt lighter fluid on the top and sides of the charcoal mound, following lighter fluid directions. Light immediately after applying the fluid. Never squirt lighter fluid onto flaming or hot coals.
- After the fluid burns off, the edges of the coals will turn gray. As the coals continue to burn, the ash spreads to cover each briquette. Once mostly covered in ash, the coals are ready to spread out and use. The entire process takes approximately 15 minutes.

### High Heat Grilling

- Direct-heat grilling over a single, even layer of coals. Hot and fast, it's the way most of us think of grilling. It's best used as a high-heat method for thin cuts of meat and foods that cook quickly.
- Spread out the coals in an even layer. Once lit, use tongs or a large spatula to spread out the coals evenly across the surface of the lower grill grate. Unless cooking space is at a premium, it's always best to leave at least a small area with no coals to manage flare-ups and provide a cool zone.
- Start cooking only when the coals reach the right temperature. High-heat cooking is best at the 450°F-to-550°F range, which means you can hold your hand about five inches above the cooking grate for two to four seconds.
- For high-heat grilling or to increase grill temperatures, open the vents wide to allow more oxygen in. This makes the coals burn hotter.
- To reduce heat, slow down the cooking process or increase your cooking time, close the vents. Always leave the vents partially open so the fire does not completely suffocate.
- Flare-ups are caused when fat renders from your food and drips onto the coals. It's tempting to put these flare-ups out with water, but don't do it. This will cause ash to fly up onto your food. The best way to manage flare-ups is to create a two-zone fire. When flare-ups happen, move the food away

from the flames to the side without coals. When the flames subside, move the food back to the hot side to continue cooking.

- For more heat, add more coals. Just place unlit coals on top of the bed of already lit coals. There's no need to add lighter fluid—the lit coals will start the new coals. This requires you to plan a bit, as the unlit coals will take 15 minutes to light fully. Another strategy is to light a chimney with new coals and then pour in the hot coals when ready.

### **Clean Up and Removal of Coals**

- To eliminate the possibility of accidental flare ups, always cool down old charcoal and ash. Here are a few common methods for extinguishing and cooling coals.  
Spray away – To speed things up, you can spray coals down with water before suffocating the fire.
- By pouring water over the charcoal and stirring, you can cool ash quickly and completely, eliminating the possibility of dormant embers re-igniting.
- Once your used charcoal and ash is completely cold, you can throw it away. We recommend wrapping completely in aluminum foil before tossing into a non-combustible outdoor trash receptacle.
- Do not compost coal briquets.

## Appendix F: Pizza Oven Operation

Never operate without the assistance of a kitchen supervisor.

Follow Risk Management Steps prior to use outlined in Appendix.

**NOTE:** You must start the oven at least 1 ½ hours prior to use.

### Lighting Oven

- Place a handful of crumpled newspaper inside the oven under the flue. Stack a handful of kindling size dry sticks in a teepee formation to provide air circulation for proper combustion. Use a grill lighter or long stick lit at one end to light the newspaper.
- Blow lightly on the flames to allow the kindling to catch fire. It should take 5 to 7 minutes.
- Once the fire has reached strength, begin adding slightly larger pieces of dry firewood. Larger pieces will begin to take long time to burn. Embers will begin to heat the floor. Begin to add one large piece of wood at a time. Add smaller pieces of wood if it is taking longer to burn than 15 minutes per log. The goal is to make many coals on the bottom. They should be red hot coals.
- **Note:** You must use dry wood, kiln dried is best. The Urban Kitchen provides wood and kindling but if the wood gets wet do not use.

### Heating the Oven

- Begin to move fire and coals into the back of the oven, away from the flue. Continue to add larger pieces of wood for one hour.
- Use the laser thermometer to determine when the oven has reached approximately 700 degrees Fahrenheit.
- Use the oven brush to push the hot coals and burning logs to the back of the oven. Spread the coals around the perimeter of the inner oven.
- Wet a natural fiber rag, affix to a stick and wipe the oven floor clean of ash.

### Cooking Pizza

Continue to add large pieces of firewood to the inner perimeter to keep the fire heating the inner oven.

With the pizza peel, slide one to two 10-inch pizzas into the center of the oven.

As the pizzas begin to heat up, check to make sure the pizza crusts aren't burning, if they begin to crisp, use the extended metal tongs to turn the pizza around. Cook for 5 minutes.

Use the pizza peel to pull the pizzas out.

**NOTE:** Make sure to put the toppings in the center, leaving room around the edge so as not to drip over onto the oven floor.

**NOTE:** Do not pile on toppings, they will cause the pizza crust not to heat.

**NOTE:** To save time, precook the pizza crust without toppings, placing in the oven for 3 minutes, removing from oven, applying toppings, and putting back in the oven to cook for 1 minute.

## Appendix G: Tips for Offering Healthy Food and Beverages

Offer a colorful variety of fruit and vegetables.

- Ensure at least half of all food served is fruits and vegetables prepared and served without high amounts of added fats, sugars, or sodium (salt).
- Offer beans and legumes (e.g., black beans, chick peas) as vegetable-based protein sources.
- Display fruit and vegetables attractively and prominently. When served buffet style, place these foods near the front of the line to encourage their selection.
- Offer seasonal, local, or regional produce when available.

Offer 100% whole-grain products in a variety of forms.

- Offer whole-grain breads, rolls, and tortillas. Offer whole-grain pasta, brown rice, quinoa, and other whole grains as part of healthful salads and mixed dishes and casseroles.
- Offer whole grain crackers and chips.

Offer smaller portion sizes and prepare food in ways that reduce added calories.

- If offering meat, fish, or poultry serve portions 3 ounces or smaller.
- Offer meat, fish, or poultry prepared in healthier ways such as baked, broiled, steamed, or grilled.
- Offer cheeses in small portions (1/2 inch squares or smaller).
- Consider adding meat, fish, or poultry to stews, soups, salad, and mixed dishes as to reduce protein portion sizes.

Do not offer foods that contain industrially produced (or artificial) trans-fatty acids.

- Check labels to ensure products have 0 grams of trans fats.
- Offer foods labeled as having 0 grams of trans fat and avoid offering foods with “partially hydrogenated” oils in the ingredient list.
- Limit foods that contain solid fats such as butter, which contains saturated fat, and partially hydrogenated oils, which contain synthetic trans fats.

Offer foods that are reduced or low in salt and sodium.

- Offer foods flavored with spices and herbs instead of salt.
- If purchasing packaged items, choose those labeled “low sodium” or “reduced sodium.”
- Offer meal items with less than 480 mg of sodium per serving.

Offer healthier condiments served on the side in small portions.

- Encourage condiments and dressings that contain healthful oils such as olive oil, avocado oil, or coconut oil.
- Try to provide naturally low-fat condiments (e.g. mustard) and smaller portions of full fat dressings.
- Offer fat-free or low-fat dairy products for coffee and tea.

Offer snacks that are low in calories and high in nutrients.

- Focus on nutrient-dense foods and beverages.
- Include healthier snack options such as fruit, vegetables, raw or dry-roasted nuts and seeds with low or no added salt or sugar, and 100% whole grain chips and healthy dips (salsas, guacamole or bean dips).
- Offer individual snack food items with less than 230 mg of sodium per serving.



#### Limit sweet treats

- Offer a selection of apples, bananas, pears, and other fruit individually, as a fruit salad, or added in desserts to reduce or replace added sugar.
- Offer frozen 100% juice bars or sorbets instead of high-calorie desserts.
- Only offer whole grain and low-sugar baked products.
- Only offer low-fat or non-fat yogurt, either plain or with fruit or healthful additions, minimizing added sugar.
- Offer smaller size or “mini” desserts to limit calories.

#### Offer water and low-calorie beverages.

- Always offer water as a beverage.
- Offer drinks with no more than 40 calories per 12 ounce serving— include water with lemon, unsweetened coffee or tea, plain seltzer, or seltzer with a splash of 100% juice.
- Provide 12 oz. or smaller beverage cups.
- Provide pitchers and cups for drinking water throughout the event or party

## Appendix H: Seasonal Produce Calendar

### SPRING: MAR – MAY

Arugula  
Asian Greens  
Asparagus  
Beets  
Blueberries  
Broccoli  
Cabbages  
Carrots  
Cauliflower  
Collards  
Cucumbers

Kale  
Kohlrabi  
Leeks  
Lettuce  
Mesculine Mix  
Mustard Greens  
New Potatoes  
Onions  
Parsley  
Peas & Tendrils  
Radishes

Rutabagas  
Scallions  
Spinach  
Strawberries  
Summer Squash  
Sunchokes  
Spring Onions  
Sweet Potatoes  
Swiss Chard  
Turnips  
Zucchini

### SUMMER: JUN-AUG

Arugula  
Basil  
Beans  
Blackberries  
Blueberries  
Butter Beans  
Cabbages  
Cantaloupe  
Celery  
Corn  
Cucumbers  
Eggplant  
Field Peas

Figs  
Garlic  
Ginger  
Kale  
Leeks  
Melons  
Muscadines  
Nectarines  
Okra  
Onions  
Peaches  
Pears  
Peas

Peppers  
Potatoes  
Raspberries  
Scallions  
Snap Beans  
Strawberries  
Summer Squash  
Sweet Potatoes  
Swiss Chard  
Tomatillos  
Tomatoes  
Watermelon  
Zucchini

### FALL: SEP-NOV

Arugula  
Asian Greens  
Basil  
Beets  
Beans  
Broccoli  
Cabbages  
Carrots  
Chives  
Cilantro  
Citrus  
Collards  
Eggplant

Field Peas  
Ginger  
Hard Squash  
Kale  
Kiwi  
Lettuce  
Melons  
Mustard Greens  
Okra  
Onions  
Parsley  
Parsnips  
Peas

Pecans  
Peppers  
Persimmons  
Pomegranates  
Pumpkins  
Rutabagas  
Scallions  
Spinach  
Sugar Cane  
Sweet Potatoes  
Swiss Chard  
Tomatoes  
Turnips

### WINTER: DEC - FEB

Arugula  
Asian Greens  
Beets  
Broccoli  
Cabbages  
Carrots

Collards  
Hard Squash  
Kale  
Lettuce  
Mustard Greens  
Parsnips

Rutabagas  
Scallions  
Spinach  
Swiss Chard  
Hydroponic Produce  
Micro Greens

## Appendix I: Making Recipes Healthy

There are many easy ways to make recipes healthier while keeping them tasty! Here are some basic tips for making your recipes healthier:

### Vegetables and Fruit

- Increase the vegetables in stews and casseroles
- Choose dark green and orange vegetables like spinach, kale, swiss chard, sweet potatoes, squash and carrots and fruits like apricots and cantaloupes

### Grain Products

- Choose whole grain pastas and breads
- Use whole-wheat or multigrain instead of white flour when you bake
- Try using different whole grains like quinoa, barley, millet, couscous, and wild rice in place of white pasta or white rice in recipes

### Milk and Alternatives

- Choose lower-fat cheese (20% milk fat (MF) or less)
- Choose yogurt with 2% MF or less
- In recipes calling for milk or cream, substitute low fat milk or plain yogurt, or use fortified soy beverage

### Meat and Alternatives

- Choose lean cuts of meat and trim all visible fats from meat and poultry
- Prepare fish by poaching, broiling, or baking (e.g., fish and vegetables prepared in foil and baked in the oven)
- Have meat alternatives often, such as baked beans, lentil spaghetti sauce, and pea soup without meat

### Oils and Fats

- Prepare foods with small amounts of vegetable oils such as canola, olive and soybean
- Use small amounts for stir-frying or sautéing - a teaspoon is usually enough
- Heat oil before frying to help prevent the food from soaking up the oil
- Fill a spray bottle with vegetable oil to spray your pans instead of greasing

### Add Flavor without Sodium (Salt)

- Flavor your foods with sodium-free ingredients such as onion, garlic, ginger, herbs, lemon juice, spices and vinegar
- Compare food labels and buy the products lowest in sodium

### Limit Sugar

- Use fresh or frozen fruits without added sugar
- When baking use recipes that call for less sugar

## Appendix J: Risk Management Steps

Event/ Risk Level	Safety Response Level
Base Level: Non-Operational	<ul style="list-style-type: none"> <li><input type="checkbox"/> Equipment covered with grill tarp</li> <li><input type="checkbox"/> Urban Farm designated gas tank disengaged and stored in locked shed</li> <li><input type="checkbox"/> Cabinets locked</li> <li><input type="checkbox"/> Charcoal grill grates stored in locked shed</li> <li><input type="checkbox"/> Refrigerator temperature will be logged prior to storage and at the time of any event.</li> </ul>
<p>Level 1: Use of prep area only (In-house or collaboration event)</p> <p><b>In-house:</b> Use of area organized and executed by a member of the Urban Farm Leadership Team</p> <p><b>Outside Collaboration:</b> Use of area organized and executed by someone other than the Urban Farm Leadership Team members</p>	<ul style="list-style-type: none"> <li><input type="checkbox"/> All actions from base level</li> <li><input type="checkbox"/> Online request submission via MUSC Urban Farm Website</li> <li><input type="checkbox"/> Sign Liability Release Waiver</li> <li><input type="checkbox"/> Urban Farm attendant on site to oversee proper food handling and clean up</li> <li><input type="checkbox"/> Soap and towel set up at handwashing sink</li> <li><input type="checkbox"/> Surfaces wiped down with disinfectant spray before and after</li> <li><input type="checkbox"/> Refrigerator temperature check</li> <li><input type="checkbox"/> Bathroom access confirmed</li> <li><input type="checkbox"/> Garbage removal after event</li> <li><input type="checkbox"/> Electrical outlet checks</li> </ul>
Level 2: In house cooking event, use of prep area and grill	<ul style="list-style-type: none"> <li><input type="checkbox"/> All required actions from Level 1</li> <li><input type="checkbox"/> Public safety event notification, bathroom access request, and open flame announcement</li> <li><input type="checkbox"/> Event Requester read, review, and sign Urban Farm Kitchen Policy and Procedure agreement</li> <li><input type="checkbox"/> Equipment rental or procurement (Including all wood, and gas tanks)</li> <li><input type="checkbox"/> Propane hose and canister leak check</li> <li><input type="checkbox"/> Grill grate installation</li> <li><input type="checkbox"/> Fire extinguisher placement check</li> <li><input type="checkbox"/> Coal and or burner extinguish check after event</li> <li><input type="checkbox"/> Clean and sanitize grill after use</li> <li><input type="checkbox"/> Equipment lock up after event</li> </ul>
Level 3: In house cooking event, use of pizza oven	<ul style="list-style-type: none"> <li><input type="checkbox"/> All required actions from Level 2</li> <li><input type="checkbox"/> Oven specific equipment pre-clean and sanitation</li> <li><input type="checkbox"/> Firewood procurement</li> <li><input type="checkbox"/> Guided fire-starting demonstration and execution</li> <li><input type="checkbox"/> Oven fire extinguish check after event</li> </ul>
Level 4: Large party or event, collaboration with outside caterer to use prep area, grill and/or pizza oven, refrigerator	<ul style="list-style-type: none"> <li><input type="checkbox"/> All required actions from level 3</li> <li><input type="checkbox"/> Pre-event meeting or face-to-face with event coordinator or chef</li> <li><input type="checkbox"/> Table and chair set up</li> </ul>

