



## **Cook Team**

# **Training Handbook**



# **Get Ready...Get Set...GO!**

*Last Updated 4/10/18*

Copyright © Wildlands Restoration Volunteers 2018

## Edited by Mary Fulton, WRV Lead Cook

|   |    |
|---|----|
| Chapter 1: Welcome to Cooking at WRV.....             | 2  |
| A. The project team.....                              | 2  |
| B. Types of projects.....                             | 3  |
| C. Members of the cook team.....                      | 3  |
| D. Typical Cook Team work day.....                    | 3  |
| Chapter 2: BEFORE the Project: Planning Timeline..... | 4  |
| Chapter 3: BEFORE the Project: Get Ready! .....       | 6  |
| A. Coordinate with Project Lead and WRV staff.....    | 6  |
| B. Vegetarian Food and Special Diets.....             | 6  |
| C. Pre-project site visit.....                        | 6  |
| D. Menu/Portion sizes.....                            | 7  |
| E. Coordinate donations.....                          | 9  |
| F. Shopping, Budget and Reimbursement.....            | 9  |
| G. Plan supplies needed.....                          | 10 |
| H. Plan for the Unexpected.....                       | 11 |
| Chapter 4: BEFORE the Project: Get Set!.....          | 12 |
| A. Pre-Project Food Preparation.....                  | 12 |
| B. Pack and transport food and supplies.....          | 12 |
| Chapter 5: THROUGHOUT: Zero Waste Program.....        | 13 |
| Chapter 6: DURING the Project: Go!.....               | 15 |
| A. Safety & Sanitation.....                           | 15 |
| B. Service with a Smile.....                          | 16 |
| C. Kitchen Protection.....                            | 16 |
| D. Setting up the Kitchen.....                        | 17 |
| E. Manage the kitchen.....                            | 17 |
| Chapter 7: AFTER the last meal.....                   | 19 |
| A. Breakdown and clean up.....                        | 19 |
| B. Leftovers.....                                     | 19 |
| C. Coordinate with the next project.....              | 19 |
| Appendices.....                                       | 20 |
| A: Menu Ideas and Sample Recipes & Conversions        | 21 |
| B: Tool & Equipment List                              | 26 |
| C: WRV Contact info and online recipe references      | 29 |
| D: Reimbursement Form                                 | 30 |
| E: Lead Cook: Items to Coordinate with Proj Leader    | 31 |
| Tool Manager and Staff Liaison                        |    |
| F: Back Country Llama Projects                        | 32 |
| G: "A Day in the Life of a WRV Cook"                  | 33 |

## Chapter 1

### Welcome to Cooking with WRV

WRV completes a wide variety of outdoor ecological restoration projects each year, involving many hundreds of volunteers who contribute over 30,000 volunteer hours per year. We serve hearty food at most of these projects. Food is one of the ways to say THANK YOU for volunteering. WRV has a reputation for serving great food and our cooks are always the most popular volunteers at any project.

If you are reading this document, you're probably interested in cooking at WRV events. That's fantastic! Thank you! Get ready to be popular!

This handbook covers responsibilities and roles of the **Cook Team** which consists of

- **Auxiliary Cook Members**
- **Cook Team Members**
- **Lead Cook**

The Auxiliary and Cook Team Member roles are a great entry-level way to get involved with the cooking on our projects. The Lead Cook has more responsibility, overseeing all the planning, preparation and serving of food at projects.



Don't let all the details in this handbook worry you. They're here to make things easier! Cook Team Members and Auxiliary Cooks have less to think about and many of the considerations in this handbook are greatly simplified on smaller projects. Wherever you are on the learning spectrum, WRV can provide support and mentorship so you have a successful, satisfying and fun experience.

#### **A. The project team**

Most WRV projects are planned and led by a "project team." This team may include:

- Project Leader (PL)
- Technical Advisor (TA)
- Tool Manager (TM)
- Lead Cook (LC)
- Cook Team Members (CTM)
- Crew Leaders (CL)
- Agency Contact (AC)
- WRV staff liaison (WSL)

Each project involving food should have a Lead Cook to coordinate all the activities for the Cook team. There can be one LC or the job can be shared between two people.

## ***B. Types of projects***

WRV completes a wide variety of over 100 projects each year. Projects vary from 20 to over 120 volunteers. We do one day, multi-day, backcountry, half day, weekend, and evening projects. WRV serves food at most projects which are a day or longer.

## ***C. Members of the Cook Team***

**Auxiliary Cook Members** generally are not committing to be present at the project, but help with up front, behind-the-scenes and/or last minute emergency help: making food ahead of time, helping load or unload supplies at the tool shed or shopping.

**Cook Team Members** help the Lead Cook by shopping, helping to arrange food donations, pre-cooking, transporting, setting up the camp, cooking, cleaning up (volunteers wash their own eating gear) and breaking down camp.

The **Lead Cook** plans the menu, budget, buys food, organizes supply lists and delegates responsibility to others. The more proactive your team is about organization, the easier the project is to manage on site! There are more details about what Cook Team Members can do below.

## ***D. Typical Cook Team work day***

The average project workday varies depending on the length of the project.

For one day projects, we typically serve a light continental breakfast, lunch, and/or occasionally after project party snacks or hors d'oeuvres. For multi-day projects, we usually provide three full meals in a day.

For a multi-day project, you're up early, preparing and serving coffee and breakfast along with bag lunch fixings to go. Then clean up with your crew. The afternoon brings preparations and serving dinner, then clean up with the help of volunteers. It's common for cooks to have an afternoon break—a great time to relax or go for a hike.

For a great essay on “A Day in the Life” of a Lead Cook, see Appendix G.

## Chapter 2

### BEFORE the Project: Planning Timeline

**Don't reinvent the wheel!**

**Most important on any project is:**

- \*Food safety
- \*Healthy, hearty, flavorful food that is EASY to prepare
- \*Organization of food (often by day and cooler #)
- \*Asking for help
- \*Taking care of yourself as a Cook Team member

As you begin to plan, keep in mind that WRV strives to build community, empower volunteers and have fun! You can do this by making an effort to plan and carry out serving food for a project with these three things in mind:

**Collaborate \* Coordinate \* Communicate**

The key to success as a cook, as with many things in life, is **good planning**. The chart below shows a suggested timeline of common activities with details below the chart. This is not a comprehensive list. Of course, your planning style and the size/complexity of the project will affect the timing. For instance, some cooks do all the shopping two nights before the project. Other cooks spread the shopping out over weeks. It's easier for the Cook Team if you share tasks, even in the planning stages!

|                |  |
|----------------|--|
| Before Project | <b>Activity: Get Ready!</b>  |
| 4-6 weeks      | Lead Cook- The staff liaison will contact you to get the ball rolling.     |
| 4 weeks        | Get rough idea of numbers to feed from Project Leader & WSL. See 3-A.      |
| 4 weeks        | Get to know your cook crew and find out who can do what and when.          |
| 4 weeks        | LC- Visit project site to identify kitchen area & camp logistics. See 3-C. |
| 3-4 weeks      | LC- If you feel you need more help, let Project Leader and WSL know.       |
| 3-4 weeks      | LC- Visit shed to familiarize yourself with the cooking gear inventory.    |
| 3-4 weeks      | LC- Prepare meal plans and menus. Involve Cook Team Members! See 3-D       |
| 3-4 weeks      | LC- Coordinate food donations. Involve Cook Team members! See 3-E          |
| 3-4 weeks      | (Bldr) Confirm donated bagels at Einstein Bros. or other. Ask WSL.         |
| 3 weeks        | LC- Prepare detailed shopping list. (Delegate/share the load!) See 3-F.    |
| 2 weeks        | LC- Plan what supplies and equipment you will need. See 3-G and 3-H.       |
| 2 weeks        | LC- Coordinate any support you will need from tool manager.                |

|             | <b>Activity: Get Set!</b>  |
|-------------|--|
| 2 weeks     | Purchase what you need for pre-project cooking. SAVE YOUR RECEIPTS!  |
| 1-2 weeks   | Cook Team Prepares any items that you would like to cook and freeze before the project. See 4-A.                       |
| 1 week      | LC- Call the previous Lead Cook to find out about leftovers. If you can't reach the previous Lead Cook, call your WSL. |
| 1 week      | LC- Delegate and confirm pick up of all donations.   |
| 5 days      | LC- Get final anticipated head count for project.  |
| 4 to 5 days | Purchase remaining non-perishable items. SAVE YOUR RECEIPTS!   |
| 1 to 2 days | Purchase remaining perishable items. SAVE YOUR RECEIPTS!   |
| 1 to 2 days | Cook Team packs up everything for transport. See 4-B.  |

**Notes:**

## Chapter 3

### BEFORE the Project: Get Ready!

#### A. Coordinate with Project Lead and WRV staff

- The WSL for your project can update you on how many people we expect to feed. The exact number is hard to predict. You may not get a final project headcount until two days before the project. We generally cook for 90% of the registered people, because we normally have about 10% attrition.
- Remember to ask staff ahead of time about vegetarians if you don't see any listed on your registration list. People often don't think to tell us until they're on the project. WRV staff may have a good idea of who is vegetarian on your project.
- Schedule eating time – keep in communication with PL and try to stick to the pre-determined time.
- The Project Leader should ensure that the Lead Cook and tool manager have adequate personnel to unload and unpack at the shed after the project.
- The Project Leader with discuss with the Staff Liaison (WSL) about heater rentals and other weather contingencies before the project date.

#### B. Vegetarian Food and Special Diets

- Communicate with WSL: The WSL should include in all project details that we accommodate vegetarians, but special dietary restrictions cannot be accommodated due to cost issues for small portions. People may have to bring their own special foods to supplement the foods provided by WRV. If there are enough gluten-free volunteers committed to showing up, the cooks may elect to bring special foods, but that is not guaranteed unless they hear from a handful of volunteers with this need.
- Wording for the WSL to use in the project details email: **“Vegetarian and meat options are provided. Please let us know of other dietary needs or restrictions, we’ll accommodate if we can, but be prepared to bring those foods for yourself.”**
- On the project: You can't stop meat eaters from eating vegetarian options unless they know that there's a need. You can either 1) set the vegetarian food aside and keep an eye on who is eating it or 2) invite the vegetarians to serve themselves first.
- The LC should say before dinner: **“If you are a meat eater, please let our vegetarian friends eat first and remember that they want seconds of vegetarian food, too.” Say it with a smile!**
- Realize that you can't please everyone all the time, and be satisfied that the great majority like and appreciate your food! Even restricted gluten free folks will find proteins and vegetables to eat on our projects.

#### C. Pre-project site visit

- It is ideal if the Lead cook can go to the project site ahead of time to select a site for the cook area or base camp. The Project Leader will always arrange a pre-project site visit. You can team up with him/her to look at the site. If the Lead Cook cannot

attend the site visit, coordinate with the Project Leader to discuss canopy/kitchen location with the agency partner.

- WATER/TOILETS - You should also assess the drinking water situation, exposure to weather & wind, and location/availability of bathrooms/port-a-johns.



## D. Menu

### Planning

#### KEEP IT SIMPLE!

- Think ahead to clean-up. Avoid planning hard-to-clean foods (congealed grease, cold melted cheese), especially at a site with sparse water. To avoid disposing of a lot of grease on site; pre-cook greasy foods like bacon.
- Plan how to use your team effectively. Team members can pre-cook. More at 4-A.

**Note:** It is "**greener**" to pre-cook at a lower altitude - you're using less fuel overall and making clean-up more eco-friendly by not leaving waste food in the wilderness.

- Plan serving sizes, and estimate amount of food to buy to achieve these serving sizes. Remember that volunteers are hungry at the end of a long day.
- Create very detailed prep and shopping lists. Collaborate on shopping.
- Check what is in the storage shed before you go shopping.

**Tip:** Put your recipes on letter-sized paper and slip each one in a plastic sheet protector. Put them all in a binder along with any other notes you want to have at the project.



### Portion Sizes (per person) Basics

- Meat - Dinner portion - 4-6 oz per person. (Whole pieces of meat would require larger portion than ground meat in a sauce or stew)
- Meat – Lunch portion - (e.g. sandwiches) is 2-3 oz,
- Cheese – Lunch portion, sliced - 1 oz
- Pasta or Grains - Dinner portion – 4-5 oz dried weight per person.
- Eggs – Breakfast – 2 large per person if no other protein is served, otherwise, 1.5 eggs per person (also depends on the amount of other food).
- Sauces - Dinner – 6 oz per person (20 people per gallon)
- High Altitude Nutrition - high altitude projects use more calories. Typically 1 ½ lbs. of food equals about 2500-3000 calories, so the harder the work, the more calories you'll want to feed people. 2 to 2.25 lbs. per person per day is a good general rule for trail work/rock moving, giving people 3500-4500 calories per day.
- Recipes and Cookbooks - We have some good resources in the office – including the NOLS cookery book – from which came the calorie information above. Please stop by to check out a book if you're interested! Or use the internet. (Appendix C.)
- Don't over-buy condiments, i.e. smaller jars of mayo, mustard, jam, peanut butter are used more quickly. Consider that 8 oz contains 48 teaspoons.

## Typical meals served

- Discuss with project team exactly which meals should be served. Typically...
- Day Projects – serve light breakfast (bagels/cream cheese) and a hearty lunch. Sometimes, the logistics of the project will require that we ask people to bring a sack lunch and we'll serve food at an after project party.
- Multi-Day Projects – If the project is far from home, volunteers often arrive the night before. Usually, everyone is on their own for that dinner, although snacks and tea may be served this night before the start. Then, we usually serve breakfast, lunch and dinner on all but the last day. Sometimes breakfast is skipped on first day if project is close to home and volunteers are instructed to arrive the morning of the project. On the last day, we usually only serve breakfast and lunch.
- If the work site is far from the base camp, lunch fixings are set out at breakfast for volunteers to pack and carried to work site.

## Typical menus

- Typical breakfast menus may include cereal (hot and cold), bagels, cream cheese, jam, muffins, fruit (cut up melons, bananas), yogurt, hard-boiled eggs, scrambled eggs, potatoes (cooked ahead of time), bacon or sausage, coffee, tea, juices. Bacon & sausage can be pre-cooked. This saves cleaning bacon grease, etc.
- Typical lunch menu (campers may pack after breakfast and take with them on the trail) breads, lunch meat, cheese, lettuce, tomato, mustard, mayo, hummus, peanut butter, jam, individual bag chips, fruits, desserts, trail mix.
- Typical dinners are very hearty, including stews (chili), burgers, pastas, burritos, stir-fry, salads, and desserts. Meats for stews and stir-fries can be pre-cooked. Sometimes even an appetizer can be served if the site is appropriate!
- See Appendix A for sample recipes.

## Food Quality Standards

- Hard workers require quality food—i.e. whole grain breads, quality meats and real cheeses, protein. Please do not buy bologna, Wonder Bread, spam, cheese whiz, Velveeta, “Kraft singles”, etc.
- In lieu of mainstream sodas (Coke, Diet Pepsi, Sprite, etc.), try to provide healthier beverage alternatives like easy-to-make bulk ice tea and lemonade. If you must have sodas, try Hansen’s or better yet, flavored unsweetened sparkling water, V8, or juice. Plus lots of good drinking water.
- Always provide protein – even at breakfast. (i.e., peanut butter, eggs, sausage)
- Vegetarian and special diets: see 3-B.

## **Alcohol – Important to know, but controlled by WRV Staff and Project Leader**

- WRV provides donated beer at some projects, but not all. The project team decides on a case-by-case basis, considering safety, altitude, logistics, volunteer enjoyment, and budget (most of our beer is donated). Staff and PL will designate a Beermeister to control usage and inform the Lead Cook.
- Responsible drinking should always be emphasized *and enforced* by everyone.
- When we provide alcohol, quantities will be limited so there is enough for one or two drinks max for perhaps 75% of the participants. On a multi-day event, alcohol will be provided only at one celebration event, not every day. As a member of the project, remind volunteers about the effects of alcohol at high altitude.
- Provide special sodas whenever beer is served, for non-alcohol drinkers.
- WRV has insurance coverage for alcohol related accidents, but we obviously want to avoid accidents through proactive planning and responsible drinking.

## **E. Coordinate donations**

Donations are important to the project as they maximize the resources WRV has available. It is important for this to be coordinated and all Cook Team Members can help. Think of friends, acquaintances, co-workers, favorite restaurants and shops, etc. If you're uncomfortable with asking for donations, then don't. We want this to be a good experience for you.

- For ideas of possible donors, to avoid duplicating a request already made by WRV and to check on pre-arranged donations, contact your WSL, Geoffrey May or Ashley Poulson in Boulder or Annemarie Fussell in Ft. Collins. We have reached out to several restaurants and grocery stores in the Boulder/Longmont/Fort Collins area already. Then contact potential food donors at least 4 weeks (sometimes more) ahead of project.
- Do not call or stop by to see prospective donors during their busy time—for instance, restaurants at mealtimes, perhaps calling ahead to see when managers are on site.
- Always be courteous and appreciative.
- Explain WRV and what it does (in person, bring a brochure or letter to share).
- Explain the project and its benefits to the community.
- Work to cultivate long-term relationships with food donors. That's usually more valuable in the long run than trying to maximize today's donation.
- Don't be discouraged if vendors say no; they get lots of requests. It's always good to ask though.
- Arrange pick up time and any other arrangements that need to be taken into consideration for the donor.
- Re-confirm the pick-up with your contact at the location.
- Be prompt to pick up donation! Make sure whoever is picking up the donation has all details necessary (time, location, amount, documentation needed, etc.)
- The Lead Cook will keep a list of the donations to give to Ashley at the WRV office, in order to send thank you and donation letters to the donors.
- Ask the PL or WSL to acknowledge the donation out loud on the project.
- You can't say thank you enough!

## ***F. Shopping, Budget and Reimbursement***

- All cooks need to keep ALL receipts for reimbursement.
- Delegate shopping depending on how you plan the menu.
- Fill out the Reimbursement Form & properly attach all receipts. See Appendix D
- The earlier you submit the form, the quicker you'll get paid. (It typically takes 2-3 weeks after we receive it, for you to be reimbursed).
- Check with your WSL about the budget for your project.
- Rough guideline: \$7.50 per person per day for multi-day projects and \$5.50 per person for single day projects. These numbers will be reduced by any donations that are arranged.

### Shopping Tips:

- You can often save money by buying in bulk at Costco and similar stores. WRV has a Costco membership – contact [geoffrey@wlr.org](mailto:geoffrey@wlr.org) or [ashley@wlr.org](mailto:ashley@wlr.org).
- Remember that buying normal family size condiments is wiser than large economy or industrial size jars of jelly, peanut butter, mayo, ketchup, etc.
- Wait as long as possible to buy perishable items, especially those that don't freeze well. If there's a possibility of weather cancellation, stay in touch with the WSL.
- Whenever possible, get the tax deduction at the register by presenting our Colorado tax-exempt number. Any staffer can give you a copy of our Federal and State tax certificates before the project for use when buying food.

**Save your receipts!**

## ***G. Plan supplies needed***

- You need to plan all supplies you'll need for pre-cooking and the project. Give the Tool Manager a list of ALL items to be loaded on the truck by printing and checking items on the shed inventory spreadsheet. See Appendix B.
- Cooking equipment, coolers, tables, coffee urns (Cambros), canopies and tarps, stoves, pans, serving trays, utensils, washing station supplies, water jugs, chafing dishes, etc. See Appendix B.
- Cambros are available for hot liquids. In Boulder, there are two large and one small cambro; in Fort Collins there are three 3-gallon cambros to use for coffee and hot water. Please make sure to use the cambro labeled "hot water" for hot water only. If coffee is put in this cambro, it will forever taste like coffee.
- Include the box of latex gloves for sanitary prep and serving. Bring hand lotion from shed.
- Check on inventory and if needed, buy supplies like: brown bags, Ziploc baggies, paper towel, toilet paper, etc.

**Bring enough bleach and TP!**

- Organizing idea: Depending on your needs and the scope of the project, you may consider consolidating pertinent cooking utensils into only the bins you need, rather than taking lots of unnecessary tools. Please remember to replace these where they belong after the project.
- Get stove/propane training if needed.
- Propane tanks: In Boulder there are five propane tanks in the shed ( 4 20Lb. and 1 10Lb). For Fort Collins cooking, check with Amy Gage amyg@wlrv.org. You must contact the shed supervisor or your WSL with info on how much propane is left after your project. Lead Cooks often refill tanks before their project. Sunbelt Rentals on Pearl Pkwy in Boulder refills partially used tanks rather than exchanging them – this saves money. (Save your receipt for reimbursement).
- Chafing dishes are available to keep prepared food hot before serving. Sterno must be bought/replaced. (King Soopers & McGuckins in Boulder, usually have it).
- Bring compostable dish ware. Zero waste is our goal. Volunteers are instructed (several times!) to bring their own plate, cup, utensils, but bring extras (compostables) for those that forget. Boulder has re-usable plastic plates and some bowls for those who forgot to bring theirs.
- Bring dishwashing AND hand washing station supplies.
- Be sure to include supplies for the canopies, the stoves and even a rake for making the work area in the kitchen free of debris (pinecones, roots, for example).

### ***H. Prepare for the unexpected***

- Be prepared for changing mountain weather. Rain and cold are always possibilities. If it might be cold, consider renting warming heaters: discuss with PL and TM ahead of time!
- Bad weather could cancel the project. Have a back up plan for how the food can be saved or used if the project is cancelled or postponed.
- Always have peanut butter and extra brown bags at breakfast for people who have forgotten to bring their lunch (if they were supposed to on your project).

### **Notes:**

## Chapter 4

### BEFORE the Project: Get Set!

#### ***A. Pre-Project Food Preparation***

Many Cook Teams like to prepare (and freeze) some food before a project. This can save you time and stress at the project, and reduce the amount of fuel and pans needed to serve a meal. This pre-cooking also allows you to offer food items that would be impossible or very time consuming to prepare solely at the project. Common pre-project food prep activities include:

- Bake cookies, muffins, breads, etc.
- Frying bacon
- Boil eggs.
- Cook meats, sauces, soups and stew bases.
- Pre-boil potatoes.
- Pre-fry breakfast potatoes.
- Pre-freeze those items that freeze well.
- Break eggs and store in sealed container.

#### ***B. Pack and transport the food and supplies***

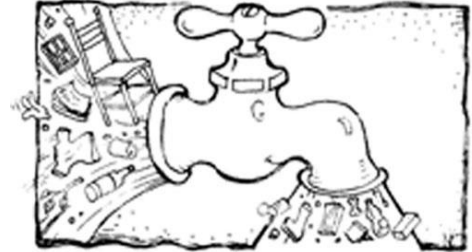
- Coolers of food and ice, groceries and supplies all need to get to the campsite. Have plenty of ice!
- Freeze the food if you can.
- If feasible, pack non-perishables and send with the tool truck
- Consider ice usage, planning of meals, and perishables when packing: e.g. mayo based salads should be used on the first day, so packed in the first day cooler.
  - First Day coolers
  - Second day coolers
  - Third day coolers
  - Multi-Day Shared Food coolers/bins
- It's useful to mark both ends of bins/coolers with masking tape and labels for your project! Coolers may go with you and the Cook Team in your vehicles, not on the tool truck, discuss with Tool Manager.
- Coordinate with the tool manager for space use and loading of the tool truck.

### Notes:

## Chapter 5

### THROUGHOUT the Project: Zero Waste

WRV is striving to make all of its events and projects zero waste – or darn close!



#### Pre-Project/Event

- Consider the type of products/foods we purchase to minimize packaging waste. However, sometimes, we choose more packaging for sanitation reasons. For example, individual serving bags of chips for lunches packed to go.
- The WSL and Project Leader will promote the use of reusable durables (plates/bowls/cups/mugs/silverware). They will communicate this to the volunteers BEFORE the project.
- Remember to pack a dishwashing station for volunteers to wash their own durables. Have volunteers store their own durables.
- Stored in the shed are: collection bins, zero-waste educational signs, paper towels, lunch bags, toilet paper, napkins, and trash bags, compostable dinner ware (paper plates and bowls, knives, spoons, forks, 12 oz hot cups, 6 & 12 oz cold cups) and light green compostable bags.
- CAUTION the eco-ware made of corn is heat sensitive and will melt if left exposed to heat or sun.
- Set up collection bins in a high-traffic, easily accessible area. Attach educational guideline signs to the outside using bungee cords stored in the compostable dinnerware bins. Set up zero waste education signs near bins (near serving table).
  1. Compostable collection bin (TAN collapsible container):
    - ◇ Use a light green compostable liner to collect all compostables. All food waste including meat, bone and dairy products, paper products including food-soiled or waxed paper products, napkins, cups, paper-plates, bowls, can be collected.
    - ◇ After a meal, place the green bag into a black trash bag for easier transport out.
  2. Commingled containers recycling bin (GREEN collapsible container): Plastic, paperboard, cardboard, glass, and aluminum cans
  3. Trash (RED collapsible container): There may be some items that cannot be composted or recycled.

#### During the project/event

Make an announcement to volunteers (you may want to coordinate this with your PL) at the beginning of your event to help to clarify what zero-waste means and how waste will be separated and collected. Check during the event to make sure that volunteers are following zero waste guidelines. This may mean having a volunteer stand near the bins to



encourage folks to follow the guidelines. **ADVICE:** Do not over fill the compostable bags – they tend to tear more easily than regular trash bags. Bag them inside black trash bags.

### **After the project/event**

To avoid confusion, determine *prior to the project* who within your project team will drop off compost/recycling/trash. Have a plan in mind. Some times the agency has the ability to take these items. If not, this task will need to be delegated between the TM and Cook team. Do NOT leave compostables in the shed! Trash and recycling can be dropped off at the WRV office bins in the parking lot (3012 Sterling Circle in Boulder). Compostables can be dropped off at the following locations. **Maps & info are posted in the Cook shed.**

- Center for Hard to Recycle Materials (CHaRM) – Accepts all compostables and used cooking oil. \$3 fee per car. (Keep your receipt). Hours Mon.-Sat. (9a-4p). Location: 5030 “old” Pearl Street Boulder, CO 80303 (off of 49<sup>th</sup> St.) (303) 444-6634.
- Western Disposal – Accepts all food scraps (including meats, bones, and oils), most any paper product (with the exception of anything plastic coated), biodegradable flatware, cups, etc. Free of charge. Hours Mon-Sat (7a–5p). Location: 5880 Butte Mill Rd., Boulder, CO 80301; (303) 444-5794.
- In Ft. Collins, compostables can go to: Mugs Coffee Lounge, 261 S College Ave. There is a bin located in the alley behind the shops off Olive Street.

### **Notes:**



## Chapter 6

### DURING the Project: Go!

#### A. Safety & Sanitation

##### First Aid

WRV is very safety conscious, but mistakes and injuries happen. We aim to have someone on the project who is trained in basic first aid. Know who that person is (or be that person)! Know where the first aid kits are.

##### Fire

- Know where your fire extinguisher is and how to use it.
- Ask for instruction on hooking up and using propane if you are not comfortable with it. Turn off tank valve when stove is not in use.
- Stoves under trees or seated in brush in the forest are not a good idea.
- Never leave your stove unattended when it is lit!

##### Food Safety

- Keep foods either hot or cold. The bacteria that cause spoilage and food poisoning grow best when food is lukewarm/ambient temperature. Be especially careful with raw poultry, seafood and foods with a base of eggs, such as mayonnaise or egg salad, sandwich meats and cheeses. Don't share cutting surfaces with meats and vegetables without thoroughly Clorox cleaning them first.
- Keep all perishable foods in coolers. Items that can be frozen ahead of time, i.e. main courses, help with the cooling of food without having to use large amount of ice which takes up space.
- ALWAYS TASTE THE FOOD BEFORE SERVING IT TO OTHERS! Especially if you are re-serving leftovers. Make sure there's no spoilage.
- Do not leave food items out on the table for extended periods of time.
- Keep chemicals away from foods. Pesticides, soaps, flammables and others do not belong near the food or on your hands.

##### Kitchen Safety

- Watch for tent ropes and canopy guy wires around the campsite. Make sure they are properly flagged.
- If you spill something on the ground, clean it up to avoid attracting critters.
- Often when you are working in the kitchen area you are moving fast. Don't leave boxes, stools, coolers, groceries, tools or anything else out on the ground where they can trip up a fast moving cook. Flag tree stumps if you just can't find a clear space to set up the canopies.

##### Personal Sanitation

- Hands must be washed and thoroughly dried before starting to work with food.
- Consider wearing thin food service gloves – to keep hands warm, and sanitary.
- Wash hands between tasks, and whenever work is interrupted.

- Any cuts, wounds, or open sores on the hands and arms must be completely covered by a waterproof bandage or glove. Change your glove often.
- Keep fingernails trimmed so that they are easily cleanable.
- Place plastic cutlery **with handles up**, in a cup when placing on table. Fork tines, spoons, knife-cutting edges should be down, for sanitation and safety purposes.

### **Knife Safety**

- When you are using a knife, don't cut with the edge toward you or your fingers. If you slip, the blade keeps going toward you, and can easily get you.
- Don't leave knives lying around or in a dish tub. Wash them yourself and put them away.
- If you are working with or handling a knife, and you drop it, stand back and let it fall, don't try to catch it!
- Protect your fingers. Curl your fingers under and position them on top of the item to be cut, for example an onion half. With your hand on the item and fingers safely tucked, place the side of the knife next to your knuckles. Maintain a strong grip on the item you are cutting.
- Never cut anything that is placed in your hand. Instead of "palming" food, place it on a cutting board and cut downward. This is especially important when cutting bagels!
- The safest knife is a sharp knife. With a sharp knife you have control and can easily cut through food. When the blade is dull, you have to force the knife through the food, making it easier to cut yourself.

### ***B. Service with a Smile***

- Remember that you're serving volunteers – like you, they are people who give their time and hard work to join us. Be solicitous of them and make them feel comfortable and appreciated. They will return the favor in thanking you for great food.
- If people start to hover while you're prepping for a meal, ask them kindly to give you some room or take conversations elsewhere. A smile goes a long way when you're telling someone to get lost! 😊
- If you're stressed because you're behind, ask for help from those who may be standing around waiting for food! Make sure they wash their hands prior to handling food.

### ***C. Kitchen Protection***

#### **Projects not in the Back Country**

- Put every morsel of food in the tool truck at the end of each day.
- Explain to all volunteers that ALL food, even s'more fixings and chips late at night, MUST be secured in cars or the truck. Beer cans, beer bottles, wine bottles, empty or not--must all be secured in vehicles, NO EXCEPTIONS!

#### **Projects in the Back Country**

- All of the above and/or...

- Use the bear fence when in the backcountry. Place all food and items that smell like food within the bear fence. Talk to the WSL and TM if you need instructions.
- Keep everything off the ground at night.
- Ask the PL or WSL to remind volunteers to place all smelly items (e.g. toothpaste, snacks, water bottles with Gatorade, etc.) inside the bear fence.

#### ***D. Setting up the kitchen***

- Coordinate with the tool manager.
- Be mindful of where you set up the kitchen and use Leave-No-Trace ethics especially in the backcountry.
- Arrange with Project Leader and WSL to pre-recruit volunteers to help setup the base camp, including digging hole(s) for gray water from dish washing.
- Canopies need to be staked down thoroughly or the wind can destroy them! You need two staked guy lines and two more stakes at the base of each leg.
- Guy lines should be marked with colored tape.
- Arrange base camp for cook crew efficiency.
- Set up serving and eating area away from preparation area.
- Set up Zero Waste bins and signs.
- Dig hole(s) for dumping gray water from dish washing.
- Set up dish washing and separate hand-washing stations in a convenient location. For dishwashing, four bins are optimal:
  - 1) Cold water to wash off chunks;
  - 2) Hot soapy water to wash dishes;
  - 3) Cold water to rinse;
  - 4) Final cold water rinse with a teaspoon of chlorine bleach. In a pinch you can get by with two bins (one hot/soapy, one cold/chlorine rinse), but will have to change the water more often.
- Use biodegradable soap.
- Store food in tool truck or vehicles overnight. See 6-C.
- Toilets should be well away from the base camp and from any body of water. Coordinate with the agency and the Tool Manager for toilets.

#### ***E. Manage the kitchen***

- The Lead Cook must tell the Project Leader of any logistical help needed (e.g. – setting up toilets, canopies, tarps, getting water, digging gray water holes for dishwashing, etc.)
- **Water** - a key part of the project for the volunteers to drink, to use for cooking and for clean-up. Often, no potable water is available at the site. Either we bring water or we filter water or we go get potable water somewhere near the site. ***This is an extremely important part of any project.*** There are numerous water containers in the storage shed, so please use them!
- WRV has a bag water filter for auto-filtering large quantities. Volunteers often bring their own filters on backcountry projects to help with the filtering. Keep track of which containers have raw non-potable water and which have filtered water.
- The Lead Cook needs to make sure that the Tool Manager has brought the first batch of water in containers and will refill when necessary. Don't be shy – ask for help from crew members! The full water containers can go on the tool truck or by vehicle.

**Tip:** On multi-day projects, start the morning with plenty of hot water. Cooks should heat it up the night before and store in cambros. Then, the water can be re-heated quickly in the morning. Remember it takes much longer at altitude to boil!

- Dispose of dirty dishwater and food waste properly. Use the hole you dug in setting up! Don't just dump in the woods. Leave-no Trace especially if there are bears! We have a strainer for clumps of food in dirty dishwater, use it – and dispose of the food in a compost bag to be placed on the truck at night.

## Notes:

## Chapter 7

### AFTER the Last Meal

#### A. Breakdown and clean up

- Coordinate with the tool manager. Be gentle while closing the canopies and make sure all stakes and guy wires go back in the bucket.
- Arrange ahead of time with your PL, TM, WSL and ACMs to recruit any extra help you need unpacking at the shed. No one wants to be alone packing or unloading at the Cook shed!
- Clean up kitchen gear. Often, supplemental cleaning is required back home so things are thoroughly ready for the next use.
- Towels from the shed must be laundered and returned. Do NOT put dirty towels in bins that will not be checked.
- Make sure that kitchen gear and supplies are returned to their proper places in the Cook shed. Please, take the time to place all items back on labeled shelves and/or in the correct bins as a courtesy to the next team. Leave messages on the white board for the Cook shed supervisor if anything is broken, or if personal equipment is left in the shed.
- Please return all gear clean and how you would like to find it yourself in the future.
- **Your team must dispose of any trash/recycling/compost.** Sometimes the agency contact will do this for us, ask the WSL. **Pre-arrange with your crew to delegate this final part of the project.**
- Compostable materials need to be dropped off at an appropriate site like Western Disposal, Eco-Products or at a Cook Team member's residence if they have compost pickup. See Chapter 5.

#### B. Leftovers

- Decide what can be saved and re-used and what can/should be given away.
- Pack up the leftovers, taking special care with perishables. Do not just leave perishables in the coolers in the shed! Mice and heat make for a very messy, smelly result. Please be considerate of staff and the next project's cooks.
- Certain leftovers can be given out to volunteers at the end (bagels, etc.).
- Don't leave perishable foods in storage shed!!! We have AmeriCorps volunteers who would appreciate leftovers – contact staff to make arrangements.

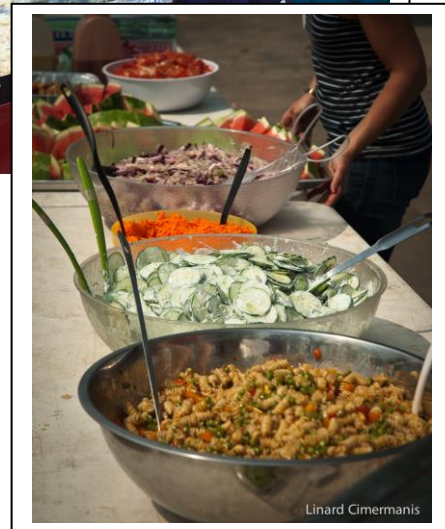
#### C. Coordinate with the next project

- When/if applicable, arrange to pass along non-perishable leftovers to next project's cook crew. It's fine to contact the next Lead Cook by email, preferably before that person shops. Contact [geoffrey@wlr.org](mailto:geoffrey@wlr.org), or check online resources.
- Contact the shed supervisor or WSL with info on how much propane is left after your project.

Thank You!!!  
Your volunteer service in  
this way is a *vital, crucial* and  
*much appreciated* part of WRV!



**Be safe. Ask for help. Have fun. Serve good food.**





## Appendices

### Appendix A

#### Menu Ideas and Sample Recipes

##### BREAKFAST

Bagels/Cream Cheese  
Biscuits and Gravy  
Burritos  
Cold Cereal  
Dried Fruit  
Eggs  
French Toast  
Granola  
Ham/Sausage/Bacon  
Hash Browns  
Hot Cereal  
Muffins  
Oatmeal (instant)  
Pancakes  
Yogurt

##### LUNCH

Bread  
Cheese  
Chips  
Cookies  
Coleslaw  
Crackers  
Egg Salad  
Granola Bars  
Gorp  
Hummus/Pita Bread  
Kippers/Sardines  
Pasta Salad  
Peanut Butter/Jam  
Pepperoni  
Potato Salad  
Rice Salad  
Salami  
Salmon Salad  
Smoked Clams  
Tabouli  
Three-Bean Salad  
Tuna Salad

##### DESSERTS

Applesauce  
Brownies  
Cakes/Cookies  
Cheesecake  
Pie  
Popcorn  
Pudding  
S'mores

##### DINNER

Main Dish  
Burritos  
Cheese-Rice Casserole  
Chicken Curry  
Chicken Noodle Soup  
Chicken-Rice Casserole  
Chili  
Clam Chowder  
Corned Beef Stew  
Corned Beef and Cabbage  
Enchiladas  
Falafel/Pita Bread  
Fish-Rice Casserole  
Hash Browns  
Lasagna  
Lentil Stew  
Macaroni and Cheese/Ham  
Mushroom Casserole  
Natures Burgers  
Pesto/Pasta  
Pizza  
Ramen Stew  
Salmon Casserole  
Scalloped Potatoes/Ham  
Shepherd's Pie  
Spaghetti  
Spanish Rice  
Split Pea Soup  
Stroganoff  
Tamale Pie  
Tuna Noodle Casserole

##### SIDE DISHES

Biscuits  
Canned Vegetables  
Corn Bread  
Chapatis  
Egg Rolls  
French Bread  
Green Salad  
Mashed Potatoes  
Quesadillas  
Soup  
Watermelon  
Corn on the cob  
Fruit Salad

##### SNACK FOODS & APPETIZERS

Chips  
Clifbars and other bars  
Cookies  
Cheese  
Crackers  
Fruit (dried or fresh)  
Gorp  
Granola Bars  
Guacamole  
Hard Candy  
Muffins  
Pepperoni  
Salami  
Salsa  
Chocolate  
Nuts\* Good protein for veget.

##### DRINKS

Cocoa  
Hot Cider  
Iced Tea  
Juice  
Lemonade  
Milk  
Soda (cans, bottles)  
Tang  
Tea (black/herbal)  
Beer/wine/margaritas

##### CONDIMENTS & MISC

Salt, Pepper, Sugar, sugar substitute, Cream, Mayo, Mustard, Butter, oil, salad dressings, milk, jams, jellies, honey, soy milk, hot sauce

##### BASIC BACKCOUNTRY

Cous Cous and Lentils  
Freeze - Dried Meals  
Macaroni and Cheese (boxed)  
Quick Brown Rice/Dried Vegetables  
Ramen Casserole  
Tuna/Chicken  
Dehydrated Vegetables  
Refried Beans(dried)/Instant Rice or Spaghetti  
Elbow Noodles/Dried Tortellini  
Spaghetti Mix/Dried Tomato Paste

## Sample Recipes

### Chipotle Sloppy Joes

Serves 6.

| Amount Measure | Ingredient -- Preparation Method                |
|----------------|---|
|                | Cooking spray                                   |
| 1              | can chipotle chiles in adobo sauce -- (7-ounce) |
| 1              | pound ground sirloin                            |
| 1/2            | cup prechopped green bell pepper                |
| 2              | tablespoons tomato paste                        |
| 1              | teaspoon kosher salt                            |
| 1/2            | teaspoon ground cumin                           |
| 1              | can no-salt-added tomato sauce -- (8-ounce)     |
| 5              | hamburger buns -- (1 1/2-ounce) toasted         |

Remove 1 teaspoon adobo sauce from can; set aside. Remove 1 chipotle chile from can; chop and set aside. Reserve remaining chiles and adobo sauce for another use.

Heat a large nonstick skillet over medium-high heat. Coat pan with cooking spray. Add beef to pan; cook 4 minutes or until browned, stirring to crumble. Add bell pepper to pan; sauté 2 minutes. Stir in chopped chipotle chile, adobo sauce, tomato paste, and next 3 ingredients (through tomato sauce); cook 3 minutes, stirring occasionally. Spoon 1/2 cup beef mixture over bottom half of each bun, and top with other half of bun.

### Butterscotch Bars

Makes 24 bars.

| Amount Measure | Ingredient -- Preparation Method |
|----------------|----------------------------------|
| 1 1/2          | cups unbleached flour -- sifted  |
| 3/4            | cup brown sugar                  |
| 1/2            | cup butter -- softened           |
| 1/4            | teaspoon salt                    |
| 6              | ounces butterscotch bits         |
| 1/4            | cup dark corn syrup              |
| 2              | tablespoons shortening           |
| 1              | tablespoon water                 |
| 1              | teaspoon salt                    |
| 2              | cups walnuts -- coarsely chopped |

Mix together flour, brown sugar, butter and salt. Press into a 9x13" pan.

Bake at 375 for 10 minutes. Meanwhile combine butterscotch bits, corn syrup, shortening, water and salt in double boiler. Stir until smooth. Remove from heat. Blend in walnuts. Spoon over top of cookie layer and spread evenly.

Bake at 375 for 8 minutes. Cut into bars while warm. Cool and freeze.

Defrost to serve.

Note: I added about a cup of quick-cook oats to the crust.

### Jack's Cole Slaw

Serves 4.

| Amount Measure | Ingredient -- Preparation Method         |
|----------------|--|
| 1/2            | small head green cabbage -- shredded     |
| 1              | medium red bell pepper -- julienned      |
| 1              | medium yellow bell pepper -- julienned   |
| 2              | tablespoons fresh dill                   |
| 1              | tablespoon dill seed                     |
| 1/2            | tablespoon chipotle powder (or to taste) |
| 1/2            | cup mayonnaise                           |



Salt and freshly ground pepper to taste

Combine all ingredients in a large bowl and toss well. Season to taste with salt and pepper. Chill until ready to serve.

Note: We only used half the peppers specified here.

### **Quinoa Chicken/Tofu Stew - Scale to number of volunteers**

Quinoa (3-4 oz dry weight per person)

Chicken breast or boneless thighs (4 oz per person)

Tofu or tempeh for vegetarians/vegans (4 oz per person)

Assorted cut vegetables (4 ozs/person)

peas, carrots, celery, green/red peppers, onions, etc.

(can use dried veggies for backcountry weight savings)

Veggie broth powder (not sure how much--bring plenty)

Salt, pepper, garlic, ginger to taste

Olive oil (plenty; for flavor, body, and extra calories)

Water (1.5 to 2.0 cups of water per cup of quinoa)

Pre-cube and freeze chicken before project. Add water to large kettle. Add all other ingredients except chicken/tofu/tempeh and bring to a boil. Once boiling, reduce to a simmer. Sauté chicken and tofu/tempeh in separate skillet. Quinoa takes 20 minutes to cook. If you use dried veggies, they may take longer, so add them to the water before the quinoa to ensure tenderness. Add chicken and tofu/tempeh to separate batches of stew to accommodate meat eaters and vegetarians. To reduce number of pots and pans needed at project, pre-cook chicken and tempeh before project. Cooked chicken and tempeh freeze well. Tofu does not.

### **Cowboy Casserole Serves 50.**

|  |                 |
|--|-----------------|
| 3 eggs/person or 3 gallons substitute eggs | 8 green peppers |
| 1 lb each ham, bacon, sausage, tofu        | 2 onions        |
| 15-20 potatoes                             | 2 lbs mushrooms |

Precook and dice potatoes. In one pan, sauté meats until half cooked. Add 4/5 of the potatoes and warm. Add 4/5 of the chopped vegetables and quickly sauté. Pour in 4/5 of the eggs and stir briefly. Remove from flame and keep turning until done. In another pan, make vegetarian casserole with remaining potatoes, vegetables, eggs, and no meat.

### **Breakfast Burritos Serves 50.**

|  |                          |
|--|--------------------------|
| 3 eggs/person or 3 gallons substitute eggs | Toppings:                |
| 2 onions                                   | 2 qts. salsa             |
| 2 lbs mushrooms                            | 1½ gallons refried beans |
| 1 large jar chili sauce                    | 2 qts. sour cream/yogurt |
| 65 tortillas                               | 2 lbs, shredded cheese   |

Sauté onions and mushrooms, then add eggs. Season with chili sauce when eggs are cooked. Individuals will self-serve. Makes enough for 1¼ servings per person.

### **Pasta Alfredo Serves 50.**

10 lbs dry pasta (for 10 ozs cooked/person)  
 assorted cut vegetables (zucchini, onions, tomatoes, broccoli, etc.)  
 1½ to 2 qts. Romano cheese  
 1 qt. oil

Heat 6-gallon pot. Add small amount of oil and vegetables and sauté until almost limp. Add pasta and let sit for 1-2 minutes until it warms. Stir sparingly so as not to rip or gum up the pasta. Add remaining oil, seasonings, and cheese.

### **Coffee – Scale to size of the pot/number of coffee drinkers**

Fill the coffee pot with water to below the line on the stem where the filter basket will rest. Put coffee in percolator basket. Use 1 – 1.5 TBs. for each 6 oz. of water. (For a 12 C. coffee pot, use 1 C. of coffee.) Put the coffee pot on the stove. How long to perk depends on how strong you like your coffee.

**Stir Fry Chicken/Tofu Serves 50.**

15 lbs boned chicken breasts (6 ozs/person)  
 for vegetarian style, 4 lbs tofu (6 ozs/person)  
 assorted cut vegetables (4 ozs/person)  
 carrots, celery, snow peas, green/red peppers, green onions, water chestnuts, bean sprouts, etc.  
 ground ginger and soy sauce to taste

Heat one pan and add small amount of oil. Add chicken and sauté for a few minutes until white. Add 4/5 of the vegetables and sauté for a few minutes, keeping crispy. Add spices and soy sauce to taste. Add 4/5 of the bean sprouts and heat through. For vegetarian option, in another pan cook remaining vegetables, add spices, add remaining bean sprouts and tofu last, and heat through.

**Chili / Really A Stew Serves 40.**

A make-ahead and freeze meal that's somewhat time-consuming, but the BEST! Can be cooked and FROZEN in baggies ahead of time.

Remember your vegetarian folks, too. Perhaps a separate container, substituting veggie broth and kidney beans for the meat...

|  |   |
|--|---|
| 8 10-oz cans chicken broth                       | 8 oz oil  |
| 5 lbs round steak/stew meat diced 3/8 inch cubes |   |
| 5 lbs pork chops diced 1/4 inch cubes            |   |
| 1/2 cup chopped celery                           | 12 large tomatoes, peeled and chopped (or 2 28 oz cans of tomatoes)                       |
| 4 tsp sugar                                      | 12 canned Anaheim chiles, chopped   |
| 16 oz beer                                       | 1 1/2 tsp each oregano, cumin, pepper   |
| 2 Tbsp salt                                      | 1/2 cup plus 2 Tbsp chili powder – or tone it down for lightweights, then offer at dinner |
| 2 tsp each cilantro and thyme                    | 6 medium onions, chopped  |
| 4 green peppers, chopped                         | 4 cloves garlic, finely chopped   |
| 2 lbs jack cheese, grated                        | Juice of 2 large limes  |

Simmer celery, tomatoes and sugar 1 1/2 hours until completely tender. Dissolve oregano, cumin, pepper, salt, chili powder, cilantro, and thyme in beer. Heat chicken broth in 4-gallon pot and add celery-tomato mixture, chiles, spice/beer mixture, and garlic. Stir and bring to low simmer. Brown pork in skillet with some oil, a little at a time. Do not overcook. Meat should be white on all sides and fully separated. Add browned pork to chicken broth and bring to low boil for 30 minutes. With rest of oil, brown beef, a little at a time. Add beef to chicken broth and cook at low boil for 1 hour. Add onions and peppers. Cook over low boil for 2-3 hours, stirring every 15-20 minutes. Remove from heat and allow to cool for an hour. Refrigerate for at least 24 hours more for spices to permeate. Reheat or freeze. Add grated cheese when reheating and stir until dissolve. Add lime juice and stir about one minute before serving.

**CONVERSIONS**

16 tablespoons = 1 cup  
 3 teaspoons = 1 tablespoon  
 48 teaspoons = 1 cup  
 2 cups = 16 oz. = 1 pint  
 2 pints = 32 oz. = 1 quart  
 4 quarts = 1 gallon  
 1 gallon = 128 fluid ounces



## Appendix B

**Tool & Equipment List – this is available through the WRV website leadership resources.**

### Tool Check Out Form and Inventory

**Project Name:**

**Project Date:**

**Tool Manager:**

**Notes:** a blank in the inventory column means we do not have a current inventory of that item  
**O = Office, 2137 and 2138 refer to unit numbers at SecurCare facility in Gunbarrel. F = Ft. Collins Office**

|   | Type    | As of (12/01/2013) | WRV          |            |         |        |               | Partner | Location                 | Notes |
|---|---------|--------------------|--------------|------------|---------|--------|---------------|---------|--------------------------|-------|
|   |         |                    | Total Needed | No. Needed | No. Out | No. In | Number Needed |         |                          |       |
| Cook Shed List - generally shed 2138 but confirm! |         |                    |              |            |         |        |               |         |                          |       |
| Baby Corral                                       | Support | 1                  |              |            |         |        |               | 2138    |                          |       |
| Bear Proof Fence (fencing, 6v battery, cont.)     | Support | 1                  |              |            |         |        |               | 2138    |                          |       |
| Bowls, large medium for food prep                 | Support | 4                  |              |            |         |        |               | 2138    |                          |       |
| Cambro, 3 gal (brown hot liquid dispenser)        | Support | 1                  |              |            |         |        |               | 2138    |                          |       |
| Cambro, 5 gal (brown hot liquid dispenser)        | Support | 2                  |              |            |         |        |               | 2138    |                          |       |
| Canopy, 10'x10' Quick Pitch                       | Support | 1                  |              |            |         |        |               | 2138    |                          |       |
| Canopy, 10'x15' Quick Pitch                       | Support | 1                  |              |            |         |        |               | 2138    |                          |       |
| Canopy, Outfitter Wing (14' x 17')                | Support | 2                  |              |            |         |        |               | 2138    |                          |       |
| Another donated Canopy                            | Support | 1                  |              |            |         |        |               | 2138    |                          |       |
| Canopy, Supplies in 5 gallon bucket               | Support | 1                  |              |            |         |        |               | 2138    |                          |       |
| Chaffing pan (food warmer)                        | Support | 2                  |              |            |         |        |               | 2138    |                          |       |
| Coffee Pot (percolator)                           | Support | 3                  |              |            |         |        |               | 2138    |                          |       |
| Cooler, white extra large                         | Support | 2                  |              |            |         |        |               | 2138    |                          |       |
| Cooler, army green                                | Support | 2                  |              |            |         |        |               | 2138    |                          |       |
| Cooler, blue/white cube with rollers              | Support | 2                  |              |            |         |        |               | 2138    |                          |       |
| Cuttingboards                                     | Support | 4                  |              |            |         |        |               | 2138    |                          |       |
| Griddle & Grill (Cast Iron, 14 inch)              | Support | 2                  |              |            |         |        |               | 2138    |                          |       |
| Hand washing station -2 buckets/pump/soap         | Support | 1                  |              |            |         |        |               | 2138    |                          |       |
| Hot water dispenser (2 gal)                       | Support | 1                  |              |            |         |        |               | 2138    |                          |       |
| Ice Chest, Coleman (70 qt)                        | Support | 2                  |              |            |         |        |               | 2138    |                          |       |
| Ice Chest, Igloo Marine (128 qt)                  | Support | 1                  |              |            |         |        |               | 2138    |                          |       |
| Kettle, 10 gallon                                 | Support | 1                  |              |            |         |        |               | 2138    |                          |       |
| Kettle, 4 gallon                                  | Support | 1                  |              |            |         |        |               | 2138    |                          |       |
| Kettle, 5 gallon                                  | Support | 1                  |              |            |         |        |               | 2138    |                          |       |
| Knives, sharp                                     | Support | 6                  |              |            |         |        |               | 2138    | in small bins on shelves |       |
| Knives, butter                                    | Support | var                |              |            |         |        |               | 2138    | in small bins on shelves |       |
| Non-Perishable food, various leftovers            | Support | var                |              |            |         |        |               | 2138    | check with previous LC   |       |
| Paper towel/napkin packages                       | Support | 2                  |              |            |         |        |               | 2138    | not necessarily accurate |       |

|  |         |        |  |  |  |  |  |  |        |                              |
|--|---------|--------|--|--|--|--|--|--|--------|------------------------------|
| Platters (round)                                     | Support | 4      |  |  |  |  |  |  | 2138   |                              |
| Plates, dinner, reusable for vols on projects        | Support | 16     |  |  |  |  |  |  | 2138   | in a bin                     |
| Ponchos, rain  | Support | 1      |  |  |  |  |  |  | 2137   |                              |
| Pots, stainless or aluminum, 16 qt                   | Support | 2      |  |  |  |  |  |  | 2138   |                              |
| Pots, aluminum industrial 24 qt                      | Support | 1      |  |  |  |  |  |  | 2138   |                              |
| Pots, aluminum 4-12 qt                               | Support | var    |  |  |  |  |  |  | 2138   |                              |
| Propane Tank, 10LB                                   | Support | 1      |  |  |  |  |  |  | 2138   | check for fullness           |
| Propane Tank, 20LB                                   | Support | 3      |  |  |  |  |  |  | 2138   | check for fullness           |
| Rocket Box, bacterial enzyme (bottle)                | Support | 2.3    |  |  |  |  |  |  | office | Not sure if this is correct. |
| Rocket Box, emptying kit                             | Support | 2      |  |  |  |  |  |  | 2137   |                              |
| Rocket Box, portable toilets                         | Support | 4      |  |  |  |  |  |  | 2137   |                              |
| PUP Toilet Tent (new and much better)                | Support | 2      |  |  |  |  |  |  | 2137   |                              |
| Rocket Box, Tent                                     | Support | 1      |  |  |  |  |  |  | 2137   |                              |
| Rocket Box, white trash can and supplies             | Support | 1      |  |  |  |  |  |  | 2137   |                              |
| Signs, "WRV Volunteer Project"                       | Support | 4      |  |  |  |  |  |  | 2138   |                              |
| Steak Knives   | Support | 4      |  |  |  |  |  |  | 2138   |                              |
| Sterno for chafing dishes                            | Support | ?      |  |  |  |  |  |  | 2138   | fluctuating amt              |
| Stove, "jet engine", 60K BTU                         | Support | 1      |  |  |  |  |  |  | 2138   |                              |
| Stove, aluminum (2 burner) red and black             | Support | 2      |  |  |  |  |  |  | 2138   |                              |
| Stove, hoses and parts BIN                           | Support | 1      |  |  |  |  |  |  | 2138   |                              |
| Stove, suitcase style (older)                        | Support | 2      |  |  |  |  |  |  | 2138   |                              |
| Table, portable 3'x3' (blue and black roll-up)       | Support | 7      |  |  |  |  |  |  | 2138   |                              |
| Table, folding 6'                                    | Support | 3      |  |  |  |  |  |  | 2138   |                              |
| Toilet paper (50)                                    | Support | 8      |  |  |  |  |  |  | 2138   |                              |
| Trash Bags (box, black plastic)                      | Support | 1      |  |  |  |  |  |  | 2138   |                              |
| Trash bags, Compostable                              | Support | ?      |  |  |  |  |  |  | 2138   |                              |
| Trash cans, collapsible (brown for compost)          | Support | 3      |  |  |  |  |  |  | 2138   |                              |
| Trash cans, collapsible, (green for recycle)         | Support | 3      |  |  |  |  |  |  | 2138   |                              |
| Trash cans, collapsible, (red for landfill trash)    | Support | 3      |  |  |  |  |  |  | 2138   |                              |
| Utensils, various for cooking and eating             | Support | 2 bins |  |  |  |  |  |  | 2138   |                              |
| Utensils, large spoons, paddles, stirs               | Support | 1 bin  |  |  |  |  |  |  |        |                              |
| Water container, potable 5-7 gallon                  | Support | 8      |  |  |  |  |  |  | 2138   |                              |
| Water container, nonpotable 5 gallon                 | Support | 4      |  |  |  |  |  |  | 2138   |                              |
| Water cooler, 2 gallon                               | Support | 1      |  |  |  |  |  |  | 2138   |                              |
| Water cooler, 5 gallon (orange or black)             | Support | 3      |  |  |  |  |  |  | 2138   |                              |
| Water filter, Katadyne Base Camp (bags)              | Support | 2      |  |  |  |  |  |  | O      |                              |
| Water filter, Katadyne Base Camp (cartridges)        | Support | 3      |  |  |  |  |  |  | O      |                              |
| Water filter, Katadyne large pumps                   | Support | 2      |  |  |  |  |  |  | 2138   |                              |
| WRV - plastic banner                                 | Support | 1      |  |  |  |  |  |  | O      |                              |
| Zero Waste Supplies (Signage, plates, cutlery, etc.) | Support | n/a    |  |  |  |  |  |  | 2138   | Clear cups also in 2138      |

**Additional Inventory Items**

|                            |         |     |  |  |  |  |  |  |      |  |
|----------------------------|---------|-----|--|--|--|--|--|--|------|--|
| various tea/creamer/coffee | Support | n/a |  |  |  |  |  |  | 2138 |  |
|                            |         |     |  |  |  |  |  |  |      |  |
|                            |         |     |  |  |  |  |  |  |      |  |

Notes:

## Appendix C

### Contact and Reference Information

Contact information:

WRV Office in Boulder  
3012 Sterling Circle, Ste. 201  
Boulder, CO 80301  
[303-543-1411](tel:303-543-1411)

Geoffrey May: [geoffrey@wlr.org](mailto:geoffrey@wlr.org)

Ashley Poulson: [ashley@wlr.org](mailto:ashley@wlr.org)

#### **Boulder Tool and Cook Sheds:**

Units 2136, 2137, and 2138 at SecurCare facility at 6405 O'Dell Place, Gunbarrel – get key and passcode from Boulder office

WRV Office in Fort Collins

2926 E. Mulberry  
Fort Collins CO 80524  
[970-493-2075](tel:970-493-2075) (office)

Nate Boschmann: [nate@wlr.org](mailto:nate@wlr.org)

Annemarie Fussell: [annemarie@wlr.org](mailto:annemarie@wlr.org)

#### **Fort Collins Shed:**

2926 E. Mulberry, Fort Collins  
Get key from Annemarie or Nate

Camp cooking websites:

[www.chuckwagondiner.com](http://www.chuckwagondiner.com)

[www.recipezaar.com](http://www.recipezaar.com)

[www.camprecipes.com](http://www.camprecipes.com)

[www.free-camping-recipes.com](http://www.free-camping-recipes.com)

[www.adventuresportsonline.com/recipe.html](http://www.adventuresportsonline.com/recipe.html)

WRV Boulder has a small library of cookbooks that you can check out and use (please inquire):

Betty Crocker's Outdoor Cookbook by Betty Crocker

Camp Cooking: 100yrs by the National Museum of Forestry

NOLS Cookery – highly recommended

#### **Notes:**

**Appendix D - Reimbursement Form**

Reimbursement Form

**PLEASE WRITE CLEARLY!**

|  |   |
|--|---|
| <p><b>DATE:</b> _____</p> <p>Your Name: _____</p> <p>Address: _____</p> <p>City/State/ZIP: _____</p> | <p><b>Proj. Name:</b> _____</p> <p>Email: _____</p> <p>Home Phone: _____</p> <p>Work Phone: _____</p> |
|--|---|

**IMPORTANT NOTE TO VOLUNTEERS \*\*\***

Please **list** and **attach all receipts.**

**Write a number on the receipt and circle it - corresponding with the appropriate line item receipt below.**

**Staple or paperclip the receipts in numerical order, behind the form.**

|    | <u>Date</u> | <u>Store</u> | <u>Amount</u> | <u>Brief Desc. (food, tools, stamps, etc)</u> |
|----|-------------|--------------|---------------|---|
| 1. | _____       | _____        | _____         | _____   |
| 2. | _____       | _____        | _____         | _____   |
| 3. | _____       | _____        | _____         | _____   |
| 4. | _____       | _____        | _____         | _____   |
| 5. | _____       | _____        | _____         | _____   |
| 6. | _____       | _____        | _____         | _____   |
| 7. | _____       | _____        | _____         | _____   |

**Add more lines if necessary.**

**Total Spent:** \_\_\_\_\_

**Donated Amount (if any):** \_\_\_\_\_

**Total Reimbursement:** \_\_\_\_\_

Please allow 2-3 weeks for reimbursement check to arrive. If you have NOT included a receipt for a line item, that amount will not be reimbursed until the receipt or facsimile is received at WRV offices. If you email receipts, please send the originals later.

Thank you for all your efforts!

---

WRV - Boulder 303-543-1411 ☐ Fort Collins 970-493-2075 info@wlr.org ☐ www.wlr.org

## Appendix E

### Lead Cook: Items to Coordinate with Project Leader, Tool Manager and Staff Liaison

#### Before the project

Talk with WSL about the project email and blurb for vegetarians: see Chapter 3-B.

Check on propane situation if you need the stoves. Fill tanks if needed. Save receipts.

Ask WSL for list of regular donors.

Ask WSL if/where bagels have been reserved.

Keep list of donations to give to Ashley [ashley@wlrw.org](mailto:ashley@wlrw.org) for thank yous.

Ask PL to find you more help if you need it.

If cold weather threatens, talk to PL/WSL about warming heaters at least 48 hrs prior to project day.

Check budget with WSL.

Give Tool Manager an inventory list of things to be picked out of the shed, at least 3 days before the project.

Ask for help.

#### During the project

Ask PL to acknowledge donations.

Ask TM to help set up canopies, unloading truck, etc.

Ask PL to make announcement re vegetarians: see Chapter 3-B.

Ask for extra help from other volunteers if you need it (hauling water, etc).

#### After the project

Tell your Staff Liaison how much propane is left in tanks that you used and about broken or missing equipment.

Do not leave perishables in the shed. Contact the next lead cook about leftovers.

Ask for help.



## Appendix F

### Backcountry Llama Projects

WRV typically organizes 1 or 2 backcountry trail projects each year, which may require llamas to transport kitchen gear and food to the base camp. This is a fun, adventurous, alternative project cooking opportunity.

- Volunteer llama packers haul our food and gear. Typically, they can provide 8 to 12 llamas. The amount each llama can carry is determined by the llama owners. Check with the WSL prior to the project for weight limits. Llamas carry a pack on each side. They must be perfectly balanced.
- Llama packers provide the packs and packing expertise, although they like us help pack the llamas and lead them up the trail.
- Due to exact weight restrictions, it is important to pare down and simplify. Avoid heavy water laden foods and bring the bare minimum gear.
- Some cooks opt to bring their own white gas Coleman type stove, rather than use our propane stoves which require the heavy tanks. This will save weight, but white gas stoves usually put out much less heat, which means more cooking time.
- Backcountry projects require water filtration. WRV has a bag filter that can filter gallons unattended, but it takes time. We also ask volunteers to bring extra filters.
- Our bear fence must be set up at all backcountry projects to protect the food. This task could be delegated to a volunteer or support crew.



## Appendix G

### A Day in the Life of a WRV Cook – by Kim Pierpoint

#### Lessons Learned from a Cook Team Volunteer

My husband loves to dig in the dirt, move rocks around and build things. Just about every tool known to humankind resides in our garage. After 31 years of marriage, I know what each tool is and what it does, but I rarely put one to use myself. Paul does this for a living, he's an expert, and he loves to volunteer for WRV.

Dirt and rocks not being my thing, I declined to join him on WRV projects until one spectacular Saturday when he convinced me that spending a day thinning ponderosa pine might actually be fun. So I signed up.

It wasn't the work itself that convinced me to do a second project (I still don't like digging in the dirt or, as it turns out, dealing with sap), it was the volunteer experience that did. I found the mission and camaraderie reason enough to do it again.

Fast forward to Summit, July 2010. Jarrett, the project WSL, put out an all-points bulletin for emergency chili. Apparently, the project cook was called away unexpectedly and there wouldn't be enough food for the 20 volunteers. I never envisioned myself in a Cook Team role, but I make a mean turkey chili and thought this would be an easy way to help out. I delivered a pot of turkey chili and a vegetarian version that I found online. Both were a hit.

Lesson 1: It isn't hard to please a crew of hardworking, exhausted and ravenous volunteers with a simple, hearty and hot meal at the end of a long day. They will be so grateful, and you will be the most popular person on the project.

I liked being the most popular person on the project. Next season I signed up for four more, but I wasn't ready to jump into the lead role. It's one thing to make a batch or two of chili for a small project, and another one entirely to coordinate meals and logistics for a three-day project of 80.

Lesson 2: Start at the beginning and work up to whatever level you enjoy the most. You will know when you get there. WRV has a handful of seasoned (ha ha) staff, cooks and Lead Cooks to learn from. I got my start working with three – all of whom brought very different skills and styles to the project. I learned from Caren that blast heaters are a necessity on projects with a March start date, from Sue that gale-force winds and airborne grit offer splendid opportunities to improvise, and from Svenja that chocolate fondue is a nice touch at 11,000 ft. Which brings me to lesson 3.

Lesson 3: Keep it simple and don't sweat the small stuff. I am not a make-from-scratch-on-site kind of cook. Others can pull it off beautifully, but I get anxious thinking about what could go wrong. And believe me, something always goes wrong. Delicious, satisfying meals can be done ahead of time – a batch of chili, spaghetti, stew, or something easily warmed up. Cook Team volunteers often like to contribute favorite dishes even when someone else is planning the menu. A pan of double chocolate brownies, home made bread, spinach-artichoke dip - there is always room for contributions and people feel valued when they can and want to do it. Other Cook Team support volunteers would rather do anything but cook and thank goodness for them! Someone needs to make coffee, haul heavy water jugs, set up equipment and wash pots and pans. There is plenty of work and variety for everyone.

My Lead Cooking debut was at Kingston Peak at the end of the summer. Here's how it went: I scouted the site, finalized the menu, exchanged emails with the cook team members, assigned tasks, checked and rechecked the weather channel in hopes that it wouldn't really rain. We arrive Friday night and serve chili (why mess with success?) to the volunteers and staff who have arrived the night before. Some folks get in late and the chili is gone. So we improvise and serve sandwiches. Everyone is fed.

Saturday morning, the breakfast line is too long and I'm having trouble timing the scrambled eggs with the potatoes. The cook team is busy preparing sack lunches and I can't pull them off of that task or the morning will drag on too long. A first-time volunteer asks if I need help and I put her to work scrambling eggs. She's a natural, we're saved.

The day is beautiful if chilly, but clouds continue to gather. No worries, the canopy is up and the space heaters positioned. Chicken marsala is bubbling, and the cook team is preparing fresh, hot quesadillas for grateful volunteers to snack on before dinner.

Musicians arrive for an evening of special entertainment. Two songs into it, it starts to rain. The musicians scramble to cover their instruments, the cook team scrambles to get the marsala out of the rain, and hungry volunteers congregate under the canopy making for congenial if congested working conditions. No matter, the food is good and the camaraderie even better. Folks eat and wander off to dry tents. We're left with virtually empty pots and a mountain of dishes that the team efficiently and even cheerfully dispatches. We disperse to our tents, exhausted but satisfied, knowing that it starts all over again early Sunday morning.

Lesson 4: Be flexible, ask for help, and don't expect perfection! Here's how I see it: By volunteering for Cook Team work, whether auxiliary, member or lead, I get to support the WRV staff and volunteers who do the hard stuff – the restoration work that is so important to the health of our environment and our community. Compared to dirt, rocks and sap, it's a piece of (double chocolate) cake.