

# LIFESTYLE COOKING SESSION OUTLINE

*Please complete the following grid to assist with the planning of your class*

<p><b>TITLE OF COOKING CLASS</b> (Program advertising)</p>	
<p><b>DESCRIPTION OF COOKING CLASS</b> (Program advertising blurb)</p>	
<p><b>COURSE SESSION TIME/DATE</b> (WEA currently offers 2 types of cooking classes: 6.30 pm – 9.30 pm on Tuesdays and Thursdays and also 10 am – 3 pm on Saturdays) (Please nominate your preferred dates - day/date of week in the current term(s) Term 3: 26/7/2010 – 17/9/2010 Term 4: 18/10/2010 – 10/12/2010)</p>	
<p><b>DURATION</b> (most of our cooking classes are one off sessions – please note if you require more than one session for your course eg a series of #)</p>	
<p><b>RECIPES</b> Please <b>list the names only</b> of the dishes you will be cooking. Prior to your course you will be required to provide WEA with recipes for all of the dishes you will be cooking for compilation into a recipe book for students to take home after the session.</p>	
<p><b>VENUE REQUIREMENTS</b> Cooking classes are held at Cedars Christian College, Waples Road, Farmborough Heights. Sometimes not all utensils required are found in the kitchen so please note down any specific cooking requirements you wish the students to bring along eg whisk, garlic press</p>	

## FOOD STORAGE

- Please note that storage of cooking items is **NOT** available at the school
- It is the responsibility of the tutor to shop for and provide all ingredients for the cooking class and dispose of any waste in accordance with the school health regulations
- **NOTHING** is to be left on the school premises

## RESTRICTIONS

- **NO** peanut or nut derivatives are to be used in the class as the school is a nut free zone
- Consumption of alcohol is forbidden
- **NO** smoking in the school grounds

## SECURITY and INDUCTION

You will be provided with an induction to the school, its kitchen and relevant protocols at least one week prior to the commencement of your class

## SUPPLIES TUB

WEA will provide you with a supplies tub containing:

- Cleaning products
- Glad Wrap, Aluminium Foil and Baking paper
- Garbage bags
- Dustpan and broom
- Hand towels
- Disposable gloves

The supplies tub can be collected up to a day before your class commences. At the same time as you collect the tub WEA will issue you with a key, an alarm code and instructions for the kitchen. WEA will also provide you with money to purchase the cooking ingredients for your class.

The tub must be returned to the WEA no more than 2 days after the course has been run

## PAYMENT

WEA reimburses all cooking tutors with the scheduled course hours plus an additional one hour for shopping/preparation purposes. Ie for a 3 hour class you would be paid for 4 hours or for a 5 hour class you would be paid for 6 hours