

# Village KP guide



## Foreword

Hey there, Firstly, thank you for volunteering to be a part of the Camp 100 Food team. Seriously. You've taken on one of the most important roles at camp; making sure everyone gets fed, stays safe and your coffee pot never runs dry.

Being a Village KP isn't easy. You'll be juggling special diets, managing clans, providing snacks, handling several tons of food, and making sure everything runs on time (or close enough!). It can be a little overwhelming at times, but remember that you are not alone, when a village works together it is one of the most rewarding parts of the camp experience.

This guide is here to help make your job easier. Inside, you'll find tips, tools, and info on everything from preparing meals and organizing your kitchen clan, to keeping things clean and safe. You don't need to be a professional chef, just someone who's organized, flexible, and ready to jump in.

## Key goals for camp

**\*\* Everyone is able to eat at every meal \*\***

This is our top priority. It is obviously something that we cannot compromise on at all. There are lots of different aspects to solving this issue

- We will be catering to all dietary requirements including omnivore, vegetarian and vegan
- We will have a dedicated special diets team that will be working before and during camp to make sure all campers have the support and food that they need
- The volunteer support team will be ensuring that volunteers are not skipping meals due to overwork or any other reason

## Other goals/ priorities

- The food tastes good
- We teach young people how to cook
- We upskill new volunteers to be effective KPs while being supported by the central team
- We cook the majority of food from scratch
- We choose food that reduce our carbon impact
- We don't pick meals that are difficult to cook or take excessively long
- We want our menu to be accessible to young people, cultural minorities, working class families, and to people with dietary restrictions and/or food sensitivities
- Be aware of the political and geographical locations of our food and which companies we purchase from
- Have consideration for international delegations in the menu and work to educate them about distinctions in food culture between countries

## About the role of KP

Your role is to make sure that everyone in your village is fed. This doesn't mean preparing and cooking everything yourself, but delegating to clans and overseeing the kitchen tent, and stocks/collections

The Central Food team has prepared a menu and will be providing daily deliveries of food for the upcoming meals and snacks for your village. You will be provided any missing equipment and cleaning supplies to keep your cooking space tidy and hygienic. We have set the recipes but you are in control of the cooking. We are providing an excess of some common ingredients to allow you to make changes where you see fit to suit your village's needs.

Along with the other campers you should look out to check that everyone is eating. We will be supporting you with special diets but it is your responsibility to see that all participants are being fed and any additional needs are met. If you have any problems or shortages on camp, let us know at the town pantry.

## Kitchen Set-up

With the other districts in your village you will have to bring your own cooking equipment, tables (recommend wood for any hobs or hot water urns) kitchen tents and village cooler boxes

A kitchen is full of hot things, make sure it is set up so people can easily move around in a kitchen and stay safe.

There will be a large trailer fridge near each town pantry but this will only be accessible once a day with the morning food collection.

### Kit list

Bring your own	Provided for you
Minimum of 6 gas hobs	Knife sharpener
Tables (wooden for cooking)	Container to keep special diets
Hot water urn	Plastic food scraper
Large cooking pot x2	Gluten free chopping board
Large Frying pan x2	Washing up sponges
Small pans	Washing up liquid
Small hob for special diets	Hand soap
Tin openers	Anti bacterial spray
Peelers	Bin bags
Graters	Jay cloths
Knives for chopping	Ice for cooler boxes
Chopping boards	
Serving trays	
Mixing bowls	
Weighing scales	
Measuring jugs	
Tea towels	
Water containers for drinking station and jugs for squash	
Tea pots	

Bring your own	Provided for you
Washing up bowls	
Bins - food waste, recycling	
Coffee pots	
Spare eating kits	
Colander	
Long neck lighter	
Potato masher	
Cooler boxes	

## Serving food

Set up food service starting with a table for hand washing, leading round to the main carbohydrate pasta/potato/rice, filling and then extra's and condiments at the end.

We recommend, where possible, that participants are allowed to serve themselves to reduce waste and increase accessibility.

Keep bottles of sauce, jam and butter separated for allergy exclusive use.

Suggested order of call: allergies, woodchips, elfins, ect

## Snacks

On camp we are outdoors and moving a lot more than at home, snacks are essential to keep us moving and to get extra fruit into our diet. We will be giving you extra bread, biscuits and a variety of fruit to hand out as snacks. We recommend snacks are freely available outside of meal times. If you are running low on any of these, let the pantry know.

## Training

We expect that all KPs have completed the Level 2 Food hygiene training which we have provided for all village KPs. This course will support you to have the skills and knowledge to store and prepare food on camp and educate clans on the best methods. This is so everyone can eat tasty food and avoid getting sick.

## Special diets

On camp we have many people with special dietary requirements. We have made the menu to help make meals widely accessible while also being tasty, nutritious and easy to cook. We are encouraging all participants to cook and eat together as a village and so we are supporting village KPs to be able to prepare alternative meals within their villages.

We have the Special Diets Team who are contacting people who need alterations to the menu and will be providing food for them. But as the village KP you know your village and their needs best.

Please contact us if you have concerns about a certain participant and please be mindful of allergies and cross contamination when setting up your kitchen tent and during meal preparation. For very sensitive diets it may be sensible to bring a small separate tent for cooking meals away from any allergens.

## Clans

Clans are a mixed age group who take turns being responsible for all the daily village tasks. The general clan tasks are helping with cooking the meals, washing up large pots, collecting food from the town pantry, site tidy and fire preparation.

It is a great chance to get to know other people in your village and learn more about the roles on site. As KP it is your job to delegate the cooking tasks to the clan and try to get everyone involved. Also this is a good time to check in with what people think of the food and pick up on anyone struggling.

## Food collection and KP meetings

Each morning at 10:00 we will have a KP meeting at the town pantry, this is your chance to tell us about any issues, or difficulties you had from the previous day. If there wasn't enough food, a difficult or confusing part of the recipe or something for other KPs to look out for.

10:30-11:30 will be food collection, at your town pantry your village's allotment of food will be ready for collection, This will be all the food for the next 24 hours of meals. We are trying to reduce how long the trailer fridges are open so we will be

handing out all the chilled food during this collection along with bags of ice that you can use in cooler boxes.

## Camp Timings

Attendees will have the option of coming for the first 3 days, the last 7 days or the whole 10 days. This is noted as 'change over day' on day 4 (30th July). This can affect the quantities of food you're preparing and different dietary requirements.

Day of camp	Date	Village day/central day	Your team overview	Additional info
1	27th July	None	First food pickup from pantry	Arrivals
2	28th July	1st half village day & 2nd half centers open day	First KP meeting at town pantry after breakfast	Opening ceremony after lunch
3	29th July	Central day		
4	30th July	Village day		Changeover day
5	31st July	Central day		VIP day
6	1st August	Village day		
7	2nd August	Central day		
8	3rd August	Village day		Visitor day
9	4th August	Central day		
10	5th August	Village day		Closing ceremony in evening
11	6th August	None		Departures

## Timing for a typical day

Time	Activity
8:00 - 9:00	Breakfast
10:00 - 10:30	KP meeting at town pantry
10:30 - 11:30	Food Collection
11:30 - 12:30	Lunch prep
13:00 - 14:30	Lunch
15:00-17:30	Dinner prep
18:00 - 20:00	Dinner
	Sign In snack

## Site services

Site services are the volunteers responsible for gas, water and bin collection also maintaining toilets, showers and emergency marquee repairs.

## Safeguarding

Mealtimes are perfect opportunities for leaders to check in with young people who might not want to spend too much time in the village. Take temperature checks and agree on plans for the day or evening programme. Snacks and drinks at sign in are perfect bribes to ensure Venturers and DFs are on time to check in. Encourage everyone to keep properly hydrated, especially if the weather is hot.

Food specific safeguarding;

Check that everyone is eating, there can be a variety of reasons why someone is not eating but it does need to be escalated and resolved when identified

## Sustainability

Our kitchens are full of opportunities to reduce our carbon footprint. Please follow these top tips to make your kitchen tent as low carbon as possible.

1. Do not bring a gas powered or electric fridge. You will get all the refrigeration you need from the central fridges, including for medicines.
2. Only open or prepare foods that you know you are going to need. This includes opening tins of fruit or custard for puddings. We recommend opening less than you think you'll need to make sure all unused food is kept in its original packaging. This will help stop wasps gathering near the tent too.
3. Serve meals in their separate parts. This allows campers to only take the foods that they are going to eat, and saves on waste.
4. Use a big vacuum flask to keep water hot for drinks so that you don't have to keep the gas urn on all the time.
5. Only use as many gas rings as you need, and turn them off when you're finished. This will help to keep the kitchen tent from over-heating too.

## Contacts for key people

There will be a meeting every morning for questing but feel free to pop to your town pantry or the central distribution if you have any questions or issues.

<https://chat.whatsapp.com/Hf3koxLbEbm777bbb6Y5OJ>