

SOS Community Center Kitchen



The Star of the Sea Foundation

Star of the Sea Foundation, Inc.



dba/ Star of the Sea Outreach Mission

5640 Maloney Ave.

Key West, FL. 33040

(305) 292-3013 Fax (305) 292-3014

www.sosmission.org

January 2017

Key West City Commissioners
1300 White Street
Key West, FL 33040

The Star of the Sea Foundation Community Kitchen was designed to address the immediate and long-term nutritional needs of vulnerable Monroe County residents, most especially our children and seniors. Under the direction of a dedicated Nutrition Team, the Community Kitchen will enable SOS to 1) prepare healthy meals for federally-funded children's and senior citizens' nutrition programs; 2) orchestrate interactive cooking demonstrations and nutrition education classes to foster healthier eating habits; 3) create job-training and internship opportunities for individuals who are unemployed or have low employment prospects; and 4) help address immediate needs for food in the event of a disaster.

Community Kitchens are a widely recognized model for healthy meal preparation, nutrition education, and job-training opportunities, and due to the versatility of such operations, a wide-range of possible programs and synergies are possible between diverse organizations.

Healthy Meals for Children and Seniors – SOS is currently operating at a temporary kitchen to prepare healthy, more diversified meals for children from low-income families and senior citizens. Utilizing federal guidelines, our Registered Dietician plans nutritious meals for children enrolled at the Boys and Girls Clubs in Key West and Big Pine, the Bahama Village Music Program and Douglas Gym, the Key Largo YMCA, and Early Learning Coalition childcare centers. Through this program we aim to 1) ensure more young children have ready access to nutritious alternatives to processed and/or fast foods, and 2) *relieve a substantial financial burden for low-income families and income-constrained senior citizens.*



Nutrition Education –SOS's Registered Dietician will conduct nutrition education classes and interactive cooking demonstrations, both of which are intended to teach clients how to maintain and improve their health through the food choices they make and the techniques they use to prepare their food. In partnership with the Health Department, SOS will make available nutrition resources that may not be readily available to low-income clients in an effort to 1) magnify the benefits of the healthy food distributions already occurring at the SOS pantry, partner agencies, and Community Kitchen, and 2) adopt a more comprehensive approach to addressing food insecurity and chronic, food-related illnesses.

Job Training – Partnering with Career Source South Florida, SOS trains individuals interested in careers in the food service industry who are currently un/underemployed or facing barriers to full-time employment. Program participants learn a range of food service skills while also helping SOS kitchen staff to prepare the meals we serve each day. SOS has already created five new full-time positions through our operations at the Community Kitchen.

Disaster Response – The permanent kitchen is complimented by a 28' mobile production kitchen, a 26,000 kW mobile generator, and a 53' support trailer that is divided into three compartments, affording 560 feet³ of freezer capacity, 612 feet³ of refrigeration capacity, and over 1500 feet³ of prep space and air-conditioned storage.

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These units can be quickly deployed to address the immediate nutritional needs of Monroe County residents in the event of a natural disaster.

Program Logistics

Funding – The Star of the Sea Foundation has reserved in excess of \$250,000 from grants and private donors to fully equip a commercial-grade Community Kitchen. This is a turnkey project lacking only a suitable location.

NCCC Team – The National Civilian Community Corps (NCCC) is a federal service program that deploys teams across the country to work on direct-service projects for non-profits, local municipalities, and state and federal agencies. This is the first time any organization in Monroe County has been selected to receive an NCCC team, and the 11-member team will work on the SOS Community Kitchen for seven weeks. The team has extensive experience, and their donated labor represents a tremendous cost-saving for SOS. However, due to the team's predetermined schedule, if an adequate building is not secured in the coming weeks, SOS will have to forego the opportunity to work with the NCCC Team.

Hours of Operation – When preparing meals for the Child and Senior Nutrition Program, the Kitchen will be utilized from 7:00 am until 4:00 pm on Monday through Friday. In order to reach the widest possible audience, the Kitchen may operate one (1) night per week and an occasional weekend day in order to conduct nutrition education classes. SOS will deliver all meals to remote sites and **NO** meals will ever be served at the Kitchen on City property.

Food Delivery/Pick-up – Food deliveries from the SOS Kitchen to feeding sites as well as the majority of food deliveries to the Kitchen will be made in the Food Transit Connect. The Mercedes-Benz Sprinter will also deliver to the Kitchen between two and four times per week while the largest Isuzu NPR will make very occasional deliveries, most likely less than two times per month. All food will be loaded and unloaded via the City Hall parking lot, and SOS will not utilize Seminary Street.



SOS trucks (pictured L to R): Isuzu NPR, Ford Transit Connect, and Mercedes-Benz Sprinter.

Parking – The City has graciously offered to designate two parking spaces in the City Hall lot for SOS. These will also provide access to the buildings entrance. No SOS trucks will not be parked in the City lot overnight.

December 23, 2016

Thomas Callahan
Executive Director, Star of the Sea Foundation
5640 Maloney Ave.
Key West, FL 33040

Dear Mr. Callahan:

It is my great pleasure to tell you that your organization has been selected to receive a NCCC team in Round 3! We appreciate your hard work to provide the information we needed, and most of all, your patience during our selection process. The team you will receive is Delta 4. This is one of our specially trained Fire Teams. This means that they have undergone additional training including not only wildland fire training but expanded physical conditioning as well. That is not the limit to their abilities, however. This team served several grueling weeks on disaster response in Louisiana following the flooding disaster there. They mucked and gutted homes, provided mold remediation, and performed general construction. Most recently they served in the community of Woodville, MS where they also rebuilt homes impacted by flooding. Finally, they served with the Alachua Conservation Trust in Gainesville, FL where they focused on invasive species removal and trail building. As you can see, their experience is expansive and well-rounded. There are ten members on this experienced team and they come to you from diverse communities around the country. They chose your project from a slate of over thirty-six other available projects and I have no doubt that they will give you their best efforts, resulting in a tremendous amount of high-quality work being completed for your organization. Below you will find the specifics about their term of service with you:

- **Team arrives: Sunday, February 26th**
- **First day of work: Monday, February 27th**
- **Last day of work: Saturday, April 16th**
- **Team departs: Sunday, April 17th**

Pre-Site Visit Information:

As part of this grant, we will need to complete a pre-site visit. I will follow up with you shortly to confirm the details of your pre-site visit.

Pre-Site Visit Details:

Generally, pre-site visits can take anywhere 3 – 4 hours. During the visit, it is important that we connect with the person who will manage the team on a day-to-day basis. We will also need to see the space where the team would live, the facilities (showers/restrooms, kitchen, etc.) they would use and 2 – 3 of the worksites where they would complete projects. During the pre-site visit, we will also need to review the project in detail. Finally, we will answer any final questions you and your colleagues may have.

Additional Items:

To ensure success of the project, it is critically important at this time to:

- Begin ordering and/or accumulating supplies for the project (if applicable). This can take some time and money, so please begin this process if you have not done so already.
- Reconfirm your lodging plan for the team with any relevant parties.
- **(Mandatory)** Orientation: Begin finalizing a detailed orientation for the first day of work. This should include a safety briefing from local Police, and or, the Sheriff's office to discuss safety in their housing neighborhood and in the community.
- Everyone, even those who may not interact with the team very often, should know that a group of 10-12 people will descend upon their organization soon. Staff should be well-briefed about why the team is coming, and be "bought in" to the concept, so the team receives maximum support.
- Do a "reality check" of the work plan, both now and a few more times before the team's arrival. It is imperative that the team perform only the work prescribed in your application. Therefore, if any part of the work plan cannot take place for whatever reason, please let us know immediately. We will request a replacement of that work component submitted in writing. This also applies to housing plans falling through, supervisors unable to participate and other significant changes. With enough notice we are very flexible. However, failure to disclose such information until the last minute or after the team arrives can result in delay or withdrawal of the team.
- Review the Sponsor Handbook (enclosed)
- Review Get Involved! Sheet (enclosed)
- Tasha Butler will be sending the **Sponsor Agreement** shortly for your review and signature.
- Finally, a **Hand Off Conference Call** will be scheduled for the **beginning of January** to introduce you to the Team Leader.

Thank you again for all your hard work; we look forward to working together during project round 3!

Sincerely,



Mindy Brown
Assistant Program Director for Training
AmeriCorps NCCC, Southern Region
2715 Confederate Avenue
Vicksburg, MS 39180
Office: 601-630-4079

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Q & A Jan 23, 2017

What is being proposed?

That the city of Key West lease the Art building (aka Locker room building) located at the far end of the new City Hall property to the Star of the Sea Foundation for a 10 year term at one dollar per year to operate a Community Kitchen.

What is a Community Kitchen and why do we need one?

The SOS Community Kitchen is designed to address three principal needs;

- 1) healthier nutrition for our community, particularly children and seniors
- 2) job training opportunities
- 3) disaster response with emergency food capability

We have already taken huge strides towards Disaster response capability securing a 28 ft. mobile kitchen, a 48 foot support trailer that includes tremendous refrigeration, freezer and dry storage capacity, and a mobile 28 kW generator. All of this equipment is already in Key West and operational. While certainly of significant value to the community, the noble footprint is too small to address the other two goals and we need a permanent site as well to afford even greater disaster response capability.

Healthier nutrition was identified as a priority by our organization 5 years ago, and 40% of the food assistance we currently provide is in the form of healthy and nutritious fresh produce. Nevertheless we noticed that working poor families continued to gravitate towards easily prepared pop top foodstuffs and it wasn't hard to find out why. Harried working mothers had little time to prepare meals, but were expected to send their children into daycare (VPK) with enough food to last an 8 to 10 hour day. The kids were showing up with a can of SpaghettiOs and a soda or sometimes with nothing at all, creating a tremendous financial burden on the childcare sites who had to scramble to find food for them. Federal programs exist to provide nutritious food for these children will but most childcare centers lacked the ability to administer these programs, nor does a local vendor exist to prepare them.

As the largest feeding organization in Monroe County we were approached by Florida Impact (contact Christina Sudduth (541)-430-3168 and the Early Learning Coalition (contact Mary Williams (305)296-5557), to help feed these children, and by the summer of 2015 we were feeding over 450 children 3 meals each day from Key Largo to Bahama Village.

Unfortunately, the only food available to feed these kids was trucked in weekly from mainland food vendors frozen and was not of the nutritional quality we had been striving to obtain for those we served. The same was true with the seniors, whom we had also been supplying produce for years. (Contact Sheryl Graham, Dir. of Monroe County social services (305) 292-4510), who were being fed frozen dinners, again, trucked in weekly from mainland vendors.

We knew we could do better, and in 2016 begin preparing healthy and nutritious fresh meals ourselves for these programs. The summer of 2016 saw us serving these same 450 children out of a "borrowed" kitchen at the Basilica school in Key West, then moving to a temporary kitchen at St. Paul's Episcopal Church (contact Father Larry Hooper (305) 296-5142) when the Basilica school kitchen was demolished. While

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we are very grateful for the use of facilities, neither afforded us the capacity we need to adequately serve Key West much less the rest of the lower keys.

Who is going to pay for the renovation of the building and all the kitchen equipment?

SOS has been developing this project for well over a year, already has \$250,000 reserved for capital buildout, and will pay the entire \$500,000 estimated cost of the project.

Why should the city of Key West get involved with this?

Because it's desperately needed, good for the community, and won't happen otherwise. It's also not a bad deal to have someone else invest a half million dollars renovating one of your own derelict buildings. For over a year we have been searching for a permanent site, while accumulating funding and developing partnerships. Everyone loves the idea and wants to partner with us, but no other governmental entity has a suitable location available now or anytime soon. The Monroe County Department of Health will be partnering with us for general nutrition education/cooking demonstrations (contact Bob Eadie, Dir. of Monroe County Health Department (305) 432-6161) as will Career Source Florida (contact Tammy Murray (305) 292-6762) for job training, intern to work positions, and SNAP outreach. We have also become an approved vendor for these meals through the Florida Department of Health as well as a Sponsor of children's feeding programs through the Florida Department of Agriculture. With \$250,000 already reserved for the buildout we are ready to get started, and the Federal Government has awarded us an 11 member National Civilian Conservation Corps (NCCC) team (see attached with contact info) to begin demolition and construction. This dedicated team will arrive on February 26 2017 and is committed to help with this project for a full seven weeks. No organization in Monroe County has ever been awarded an NCCC team, and the 3400 man hours that will be donated by this skilled team is of incalculable benefit to the community and testament to the merits of our project.

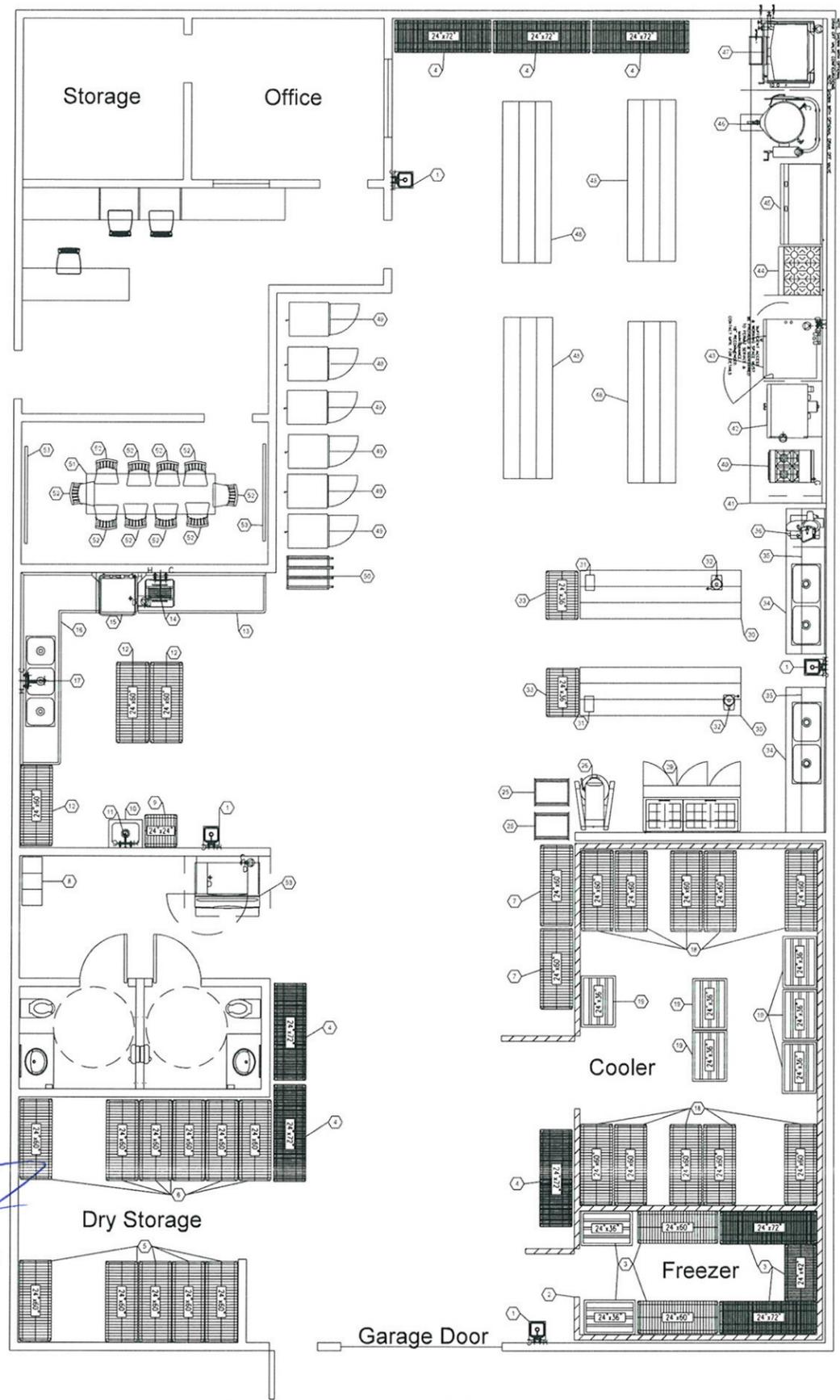
Isn't this just a backdoor way to feed the homeless?

This project is NOT about feeding the homeless. No one will be fed at the site, nor will meals be prepared there to serve the homeless at any other site.

This project is about a healthier Key West, and will serve the entire community. This is about helping working families who place their children in VPK and aftercare programs. Having these meals prepared at a central kitchen then transported to many remote sites saves many working families money while contributing to the children's development through healthier nutrition. (Contact Susan Kent Deputy Dir. Key West Boys and Girls Club (305)797-5257) and (Ralph Major Dir. Bahama Village After School program (305) 306-0686). This is about helping low income seniors with much healthier food than they could otherwise afford. This is about job training for much in demand restaurant workers. This is about large-scale disaster response hunger relief. This is about facilitating federal funding to Key West through community development (NCCC team) and USDA funded child care and senior feeding programs. This is about supporting the organization (SOS) that serves more local residents than any other. This is about a "buy in" from the city of Key West in support of these goals, much like that done with below market leases to organizations including FKOC, Samuels House, and the Key West Chamber of Commerce.

For additional information please contact Thomas M Callahan, Executive Director (410)703-8212

a 501(c) (3) public charity



ItemNo	Qty	Category
1	4	Hand Sink
2	1	Combo Walk in
3	8	Wire Shelving
4	24	Wire Shelving
5	1	Track Shelving
6	1	Track Shelving
7	8	Wire Shelving
8	1	Locker
9	4	Wire Shelving
10	1	Mop Sink
11	1	Service Faucet
12	12	Wire Shelving
13	1	Soiled Dishtable
14	1	Pre-Rinse Faucet Assembly
15	1	Dishwasher, Door Type, Ventless
16	1	Dishtable, Clean "L" Shaped
17	1	Pre-Rinse Faucet Assembly, with Add On Faucet
18	2	Track Cooler Shelving
19	6	Dunnage Rack
20	0	SpareNo
21	0	SpareNo
22	0	SpareNo
23	0	SpareNo
24	0	SpareNo
25	2	Pan Rack, Bun
26	1	Planetary Mixer
27	0	SpareNo
28	0	SpareNo
29	1	Mega Top Sandwich / Salad Preparation Refrigerator
30	2	Work Table
31	2	Can Opener
32	2	Food Processor
33	8	Wire Shelving
34	2	Work Table
35	2	Shelving, Wall-Mounted
36	1	Food Slicer
37	0	SpareNo
38	0	SpareNo
39	0	SpareNo
40	1	Range, 24", 4 Open Burners
41	1	Exhaust Hood
42	1	Convection Oven
43	2	Combi Oven
44	1	Countertop Hotplate
45	1	Countertop Griddle
46	1	Tilting Gas Steam Kettle
47	1	Tilting Skillet, Gas
48	4	Work Table
49	6	Heated Cabinet, Mobile
50	1	Can Rack
51	1	Folding Table
52	10	Folding Chairs
53	1	Ice Cuber

C
 Central Restaurant Products
 7750 Georgetown Road
 Indianapolis, In 46238

This drawing is the property of Central Restaurant Products. Any reproduction is prohibited except with written permission.

Drawing not for Construction

Date: January 16, 2017
 Scale: 1/4" = 1'
 Sheet: 1 of 1
 Drawn By: Scott Ebbert, CFSP

Project: SOS Missions Teaching Kitchen
 Sales Person: Scott Ebbert, CFSP

APPROVED BY: *[Signature]*
 DATE: 1/20/17
 DCH - Monroe County Health Department