



# THE EDIBLE SCHOOLYARD BERKELEY



**Volunteer  
Handbook**  
2017 - 2018

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## CONTACT US

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Berkeley, CA 94703  
(510) 558-1335  
Office Hours, 8:30 am – 4:30 pm

## **IN CASE OF EMERGENCY**

### **EVACUATION**

Teachers are responsible for supervising evacuations. If staff members are not available, please follow this procedure:

1. Lead students away from the buildings to the amphitheater.
2. If there is an earthquake, do not re-enter buildings until signaled, even if there is no apparent damage to the building.
3. Until we are allowed to re-enter the buildings, each student must remain with you until an authorized adult takes over.

### **MEDICAL EMERGENCY**

If there is a medical emergency, let an ESY staff member know immediately. If no one is available or the situation clearly needs outside help, telephones are located in the Edible Schoolyard office and in the kitchen. Garden Manager Geoff Palla also carries a mobile telephone in the garden.

1. Call 911. Give a complete description of the emergency and stay on the phone until the operator tells you otherwise.
2. Call the King Middle School office at phone number. Notify them of the emergency and of the student or staff person's name.

Dear Volunteer,

Welcome! We greatly appreciate your decision to join us at Martin Luther King, Jr. Middle School as an Edible Schoolyard Berkeley volunteer. Volunteers are integral to the success of our program, enriching and enlivening our daily work. Volunteers also find their time at the Edible Schoolyard Berkeley to be deeply rewarding. Most importantly, volunteers demonstrate to students the caring and commitment of their larger community.

We offer this booklet as a means of introducing you to the Edible Schoolyard Berkeley and our volunteer processes. We look forward to a rewarding relationship and are deeply grateful for your gift of time.

Warmly,

The Edible Schoolyard Project Staff

## MISSION STATEMENT

The mission of the Edible Schoolyard Berkeley is to teach essential life skills and support academic learning through hands-on classes in a one-acre organic garden and kitchen classroom. The Edible Schoolyard curriculum is fully integrated into the school day and teaches students how their choices about food affect their health, the environment and their communities. ESY involves students in all aspects of farming the garden and preparing, serving, and eating food as a means of awakening their senses and encouraging awareness and appreciation of the transformative values of nourishment, community, and stewardship of the land.

The Edible Schoolyard Berkeley is a program of the Edible Schoolyard Project, a 501(c)(3) nonprofit organization founded by Alice Waters.

## GUIDING PRINCIPLES

The following principles guide the Edible Schoolyard program:

- *Weave food into the academic curriculum*
- *Learn by doing*
- *Only serve food that is seasonal, local and delicious*
- *Have all the children eat together at the table*
- *Teach the value of beauty*

## FAMILY NIGHTS OUT

Family Nights Out volunteers participate in a fun, two-hour evening event for King students and their families. The event takes place from 5:30 pm -7:30 pm in the Edible Schoolyard kitchen and occurs sixteen times throughout the school year. Family Nights Out is an opportunity for the whole family to experience what their child is learning in the kitchen at King. Students and families cook and eat a meal together; share and learn new recipes and techniques for preparing meals at home, and have lots of family fun.

Family Nights Out volunteers arrive thirty minutes before the event and stay one hour afterward, in order to help prepare materials and ingredients for the meal and to assist in clean up. During the event, volunteers work alongside students and parents, assisting with meal preparation and cooking, and sitting down together to share a delicious meal and lively conversation. This evening event offers a unique opportunity to interact with families of all ages and backgrounds, while experiencing the pleasures of cooking and eating together.

Please contact Griselda for the dates and times of upcoming events if you are interested in volunteering for Family Nights Out.

## INDEPENDENT GARDEN WORK

Some volunteers choose to spend their time at the Edible Schoolyard Garden doing independent garden work and maintenance, rather than in-classroom volunteering.

This volunteer opportunity is ideal for those who are not available to volunteer during school hours, wish to work alongside other adults, and enjoy helping out in the garden on a weekly basis!

Gardening experience is helpful, but not necessary. Please come prepared to do physical work and dressed appropriately for the weather.

At the beginning of your independent garden work time, please sign in, retrieve your name badge, and stow your personal belongings (silence your cell phone, please) in the ESY office. At the end of your time in the garden, please be sure to sign out, put your name badge away, and retrieve your belongings.

## ABOUT US

### THE PROGRAM

The Edible Schoolyard Berkeley is a program of the Edible Schoolyard Project, a 501(c)(3) nonprofit organization, and is integrated into Martin Luther King, Jr. Middle School in Berkeley, California. Founded in 1995, the program grew out of a conversation between then King principal Neil Smith and Alice Waters, proprietor of Chez Panisse Restaurant.

Now in its twentieth year, the Edible Schoolyard teaches each of the 1,000 students at King in the one-acre organic garden and kitchen classroom. As a model program, ESY has inspired seed-to-table projects throughout the country and the world.

### OUR STAFF

Esther Cook	Head Chef Teacher
Griselda Cooney	Family Nights Out Coordinator
Kyle Cornforth	Managing Director
Nick Lee	Chef Teacher
Eli McDougal	Garden AmeriCorps Member
Wendy Johnson	Garden Consultant
Molly Rose-Williams	Chef Teacher
Geoff Palla	Garden Manager and Teacher
Ashlee Johnson	Garden Teacher
Hana Lee	Program Coordinator
Jason Uribe	Garden Teacher



## **VOLUNTEER POLICIES**

### **SCHEDULE**

Your schedule is managed through an online calendar, which you may access at the following address:

<http://www.edibleschoolyard.org/volunteer-calendar>

Please consider bookmarking this address on your computer, since it is your responsibility to check the calendar 24 hours before your scheduled class. The calendar will show when you are expected to arrive and leave, and the volunteer's first name and last name.

If a last-minute scheduling change arises less than 24 hours before your class, an ESY staff member will make every effort to reach you in a timely manner.

### **SIGNING IN AND OUT**

Each time you come to volunteer, please sign in at the ESY office, get your name badge, and stow your personal belongings (please remember to silence your cell phone). Please also sign out before you leave.

### **ABSENCES**

If you are unable to volunteer on your regularly scheduled day, please contact Program Coordinator Hana Lee at least three days in advance.

Because volunteers are such an important part of the success of ESY, we ask that you miss no more than three classes during a semester.

### **DISCIPLINE**

Your role as a volunteer is to engage with the students and contribute to a positive learning environment. ESY staff members will handle all disciplinary actions according to the standards set forth by the school.

### **DURING CLASS PRIORITIES**

- Participate as a model student (except for answering questions – leave that for the kids!) by sitting quietly, directing attention to the teachers, demonstrating proper tool use, and following directions
- Engage with students. Remember to:
  - Place yourself away from the teacher in the group
  - Give attention to kids feeling left out
  - Work with a student needing extra attention (at the discretion of ESY staff)
- Allow students to do the work, participating as a model
- Do not discipline students. If a problem occurs, please notify the teacher immediately.

### **AFTER CLASS PRIORITIES**

1. Sweep through the garden for tools or belongings left out; put away as necessary
2. Attend to the bed assigned to you or, if that is in good shape, another bed in need of attention
3. If you notice your bed or another area with slug damage or other issues, please let a staff member know
4. Put away all tools and equipment
5. Sign out, put your name badge away, and retrieve personal belongings in the ESY office

Please bookmark the following web address and refer to it before coming in, to ensure that your class is meeting:

<http://www.edibleschoolyard.org/volunteer-calendar>

## **GARDEN CLASSROOM VOLUNTEERS**

### **INTRODUCTION TO GARDEN CLASSES**

Garden classroom volunteers participate in one hour-and-a-half-long class each week, working alongside sixth, seventh, and eighth grade students. Additionally, volunteers arrive fifteen minutes before the start of class and stay fifteen minutes afterward, in order to help with basic garden maintenance tasks like weeding. During class, volunteers provide students with an invaluable opportunity to work and interact with people of all ages and backgrounds, while experiencing the pleasures of growing food.

Students typically come to the garden with their math and science teachers. Classes start and end in the Ramada, our outdoor classroom structure. Students in garden classes do real work with real tools, and activities are seasonally appropriate. Most classes have an explicit connection to the content being taught in the classroom.

During each class, students, teachers, and volunteers meet in an opening circle, divide into small groups, and take on tasks like amending soil, planting, harvesting, and composting. Each class ends with cleanup and comes together as a group to share reflections on the day's activities.

### **BEFORE CLASS PRIORITIES**

1. Sign in, put on your name badge, and stow personal belongings (silence your cell phone, please) in the ESY office.
2. In the garden, attend to the bed assigned to you:
  - Help yourself to tools, gloves, and/or a basket for weeds from the tool shed
  - Weed the bed
  - Put away your tools and equipment when the class arrives in the garden

\* Please note that depending on the circumstances, ESY staff may ask for your help in a task other than weeding your bed in the fifteen minutes before class starts; however in the absence of

### **ADDRESSING ISSUES**

We are committed to providing a fulfilling experience for all of our volunteers. Three weeks after your volunteer commitment has begun, we will schedule a check-in where you will have a chance to discuss what is working and to address any issues that may have arisen. Please feel free to approach Hana at any point if you have questions or concerns about your time with the Edible Schoolyard.

If the Edible Schoolyard staff have a concern about your performance as a volunteer, the first course of action will be for the kitchen or garden volunteer manager (Griselda for the kitchen, Jason for the garden) to speak to you after class. If the issue is not addressed, Hana will follow up to discuss the matter further. If, after both of these conversations, the issue is still not resolved, you will be asked to leave the program.

### **PHOTOGRAPHY**

Please do not photograph the students without asking for permission from an ESY staff member.

### **RAIN**

When it is raining we offer indoor garden class, and it is up to you to decide if you would like to participate. Participation is not required during rainy day activities. Please let the Hana know if you will not be attending.

### **STUDENT/VOLUNTEER ENGAGEMENT**

There is a lot to learn at ESY, and the students are not the only ones with questions. We would love to be able to answer any questions that arise, but this is something we can do after class. During class it is very important that you sit near and communicate with students, and keep adult conversation to a minimum.

# KITCHEN CLASSROOM VOLUNTEERS

## INTRODUCTION TO KITCHEN CLASSES

Kitchen classroom volunteers participate in one two-hour class period each week. Additionally, volunteers arrive fifteen minutes before the start of class and stay fifteen minutes afterward, in order to help with basic kitchen maintenance tasks like laundry, dishes, and class prep.

Students typically come to the kitchen with their humanities teachers. Classes are centered around what is being harvested from the garden; cooking skills are taught using real tools. Most classes have an explicit connection to the content being taught in the classroom.

Following an introductory Chef Meeting, the class divides into three groups around the worktables and cooking stations. Students prepare a delicious dish from garden produce, set the table with flowers and a tablecloth, and sit together to share food and conversation. Cleanup follows, and then the class gathers for a reflective closing circle.

## VOLUNTEER ROLE

The primary role of kitchen volunteers is to assist ESY teachers. Our kitchen staff will instruct you in regards to priorities which consist of set up, clean up, and student support.

## BEFORE CLASS PRIORITIES

1. Sign in, put on your name badge, and stow personal belongings (silence your cell phone, please) in the ESY office.
2. In the kitchen, familiarize yourself with the lesson of the day.
3. Fold and put away laundry; transfer laundry from washer to dryer. Please note that towels must be folded in a specific manner; refer to the volunteer bulletin boards for instruction.
4. General kitchen maintenance:
  - Dry and put away dishes at dish station
  - Refill paper towels, soap dispensers, napkins, olive oil bottles, pepper grinders, etc.

\* Please note that depending on the time of day, the before class pri-

orities may shift.

## DURING CLASS PRIORITIES

- Engage with students. Remember to:
  - Place yourself away from the teacher at the table
  - Give attention to kids feeling left out
  - Work with a student needing extra attention (at the discretion of ESY staff)
- Allow students to do the prep and cleaning, providing gentle instruction or reminders when necessary
- Do not discipline the students. If a problem occurs, please notify the teacher immediately.

## AFTER CLASS PRIORITIES

Your main task after class is to enable the kitchen staff to debrief, problem solve, and make adjustments to the lessons, these tasks typically include:

1. Wash, dry, and put away dishes at the dish station
2. Tidy the cooking stations:
  - Wash, dry and put away dishes
  - Evenly space cutting boards
  - Wipe down burners and counters
3. Clean the cooking tables:
  - Wipe down and sanitize the tabletop
  - Empty and rinse tabletop compost bins
  - Check the toolbox: make sure everything is clean and in its proper place
4. Empty the big compost bin; rinse out and put dry straw at the bottom
5. Sweep the floor if necessary
6. Sign out, put your name badge away, and retrieve personal belongings at the ESY office.

Please bookmark the following web address and refer to it before coming in, to ensure that your class is meeting:

<http://www.edibleschoolyard.org/volunteer-calendar>