

FOOD MANAGEMENT**SKILL ASSESSMENT**

The following questions will help you identify food management skills in which you excel and target those which you need to develop. By yourself or with your team try to answer each of the questions as honestly as possible. After completing this independent living skills assessment, review it with your team and identify those skills you would like to strengthen.

*I do not
know how
to do this* *I need to
know more
about this* *I can do/
have done
this*

1. Can prepare a simple meal for myself.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. Know which foods are nutritious/healthy.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. Can shop for items on a grocery list using coupons and checking for sales.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. Know how to cook and bake using the right cooking utensils and appliances.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. Know how to store food to prevent its spoiling and can identify food that has spoiled.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. Know how to check packaged food for freshness and to check for the date of expiration.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. Know how to prepare packaged, frozen, or canned foods according to the directions.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. Use good consumer skills in grocery shopping. Choose fruit and vegetables for freshness and check freshness dates on dairy and meat products.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. Using a food budget, can plan a menu of nutritious meals for a week.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. Am able to cook nutritious meals for a week using a planned menu.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

	<i>I do not know how to do this</i>	<i>I need to know more about this</i>	<i>I can do/ have done this</i>
11. Can cook using recipes from a cookbook and know how to increase or decrease the ingredients to feed more or fewer people.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. Can shop for the ingredients and prepare a traditional dish from my own cultural background.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

FOOD MANAGEMENT

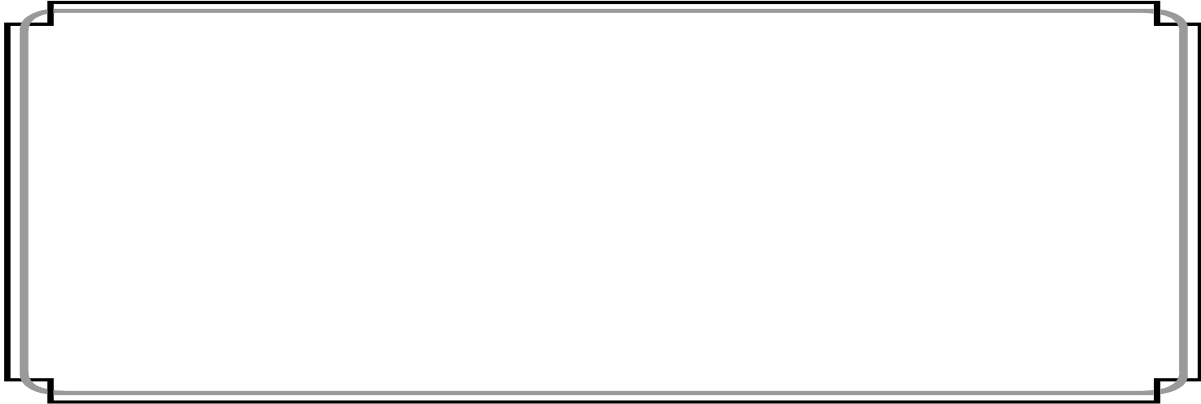
We have already worked on some food management skills in the budgeting section. However, in these following exercises we will work on food management in depth, with particular focus on meal planning and nutrition.



Eating nutritional foods and following a well-balanced diet is important in keeping healthy and fit.

Name some healthy foods.

What are some “not-so-healthy” foods?

A large, empty rectangular box with a double-line border, intended for writing answers to the question above. The box is oriented horizontally and occupies a significant portion of the page below the question.

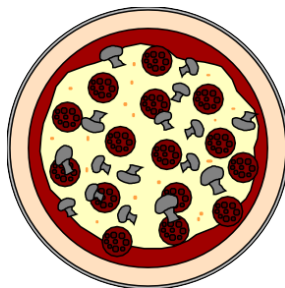
**ACTIVITY**

From the groups provided below, circle the more healthful food:

1.	Pear	Bag of Potato Chips
2.	Non-Fat Frozen Yogurt	Ice Cream Cone
3.	Glass of Milk	Chocolate Chip Cookies
4.	Cheese and Crackers	Strawberry Shake
5.	Apple	Chocolate Pudding
6.	Canned Fruit Cocktail	Fresh Peaches
7.	Non-Fat Yogurt	Bagel and Cream Cheese
8.	Carrot Sticks	Granola Bar
9.	Cream of Wheat	Sugar Frosted Flakes
10.	Peanut Butter Sandwich	Hot Dog
11.	Canned Green Beans	Fresh Garden Salad
12.	French Fries	Baked Potato
13.	Hot Chocolate	Cottage Cheese with Fresh Fruit
14.	An Orange	Bag of Cheese Curls
15.	Pizza	Fluffer Nutter Sandwich

ANSWERS:

- | | | |
|-----|--|---|
| 1. | Pear | A pear has fewer calories and more nutritional value than a bag of chips. |
| 2. | Non-Fat Frozen Yogurt | This is your best choice for nutrition and weight watching. |
| 3. | Glass of Milk | Milk has more nutritional value. |
| 4. | Cheese and Crackers | You get calcium and protein without the sugar. |
| 5. | Apple | Fruits are a necessary staple in your diet. |
| 6. | Fresh Peaches | Always choose fresh fruits and vegetables when you can. They have no preservatives and no artificial ingredients. |
| 7. | Non-Fat Yogurt | A healthy way to get part of your daily requirements for calcium. |
| 8. | Carrot Sticks | An alternative health food to junk food. |
| 9. | Cream of Wheat | Cream of wheat has less sugar and more vitamins. |
| 10. | Peanut Butter Sandwich | A peanut butter sandwich has more protein, less salt, and if you use a multi-grain bread, more fiber. |
| 11. | Fresh Garden Salad | A fresh garden salad with oil and vinegar dressing is lower in sodium, has fewer calories, and more nutritional value. Canned foods are generally high in sodium. |
| 12. | Baked Potato | Better to get your carbohydrates without extra fat. |
| 13. | Cottage Cheese with Fresh Fruit | Cottage cheese with fresh fruit has a better variety of nutrients. |
| 14. | An Orange | An orange is a good source of Vitamin C as opposed to the “empty calories” of cheese curls. |
| 15. | Pizza | Pizza gives you selections from 3 of the 4 food groups. |



Nutrition Quiz:

a) There are four major food groups. Can you name them?

_____	_____
_____	_____

b) Under what food group would you put:

- | | | | |
|--------------------|-------|----------------|-------|
| 1. Cookies? | _____ | 5. Peanuts? | _____ |
| 2. Broccoli? | _____ | 6. Chicken? | _____ |
| 3. A cheese pizza? | _____ | 7. Mayonnaise? | _____ |
| 4. Ketchup? | _____ | 8. Spaghetti? | _____ |

To make sure that you get all the nutrients your body needs, it is important to eat a variety of foods. Look over the following facts about nutrients to learn which foods contain essential protein, fat, carbohydrates, vitamins and minerals.

Facts About Nutrients

Protein

Protein is needed for growth of new tissue and for repair of body cells. Proteins come from animal sources, such as meat, fish, chicken, turkey, eggs, milk, and cheese; or vegetable sources, such as cooked dried beans, peas, nuts, and peanut butter.

Fats

Foods that contain fats are high in calories. Fats supply energy and make foods taste good. In addition, some fats provide Vitamins A, D, E, and K and other essentials for good health.

Fats from vegetable sources include cooking and salad oils, margarine, and vegetable shortenings; butter, bacon, and lard are major sources of animal fats. Meats, poultry, fish, whole milk, and cheese contain smaller amounts of fat.

Carbohydrates

Carbohydrates include both sugars and starches, which the body changes into energy. Some starches contain minerals, vitamins, and small amounts of protein. Carbohydrates are found in breads and cereals, dried beans and peas, rice, flour, sugars and other sweets, and fruits and vegetables.

Minerals

Many minerals are needed to maintain good health. Here are some of them: **Iron** is used for building blood. Foods that are good sources of iron and other minerals include lean meat, liver, dried peas, dried beans, dark green leafy vegetables, enriched bread and cereals, and dried fruits such as prunes and raisins.

Calcium and **phosphorus** are needed for the development of bones and teeth. Milk and milk products such as cheese are major sources of calcium and phosphorus, along with other minerals.

Vitamins

Vitamins are nutrients that are needed in very small amounts to help the body cells work. Each vitamin plays a different role. When daily meals do not contain enough vitamins, body cells do not develop and work properly.

Vitamin A must be present in the foods you eat for normal growth and normal vision. It is mainly found in dark green leafy and yellow vegetables.

Vitamin C is needed for healthy gums, bones, and teeth. It is found in oranges, tangerines, grapefruit, tomatoes, and dark green leafy vegetables.

Vitamin D works with calcium and phosphorus to develop bones and teeth and keep them healthy.

Thiamin, riboflavin, and **niacin** are B complex vitamins needed for healthy cells. Thiamin is found in whole-grain and enriched breads and cereals, meat, poultry, and eggs. Milk and cheese are particularly rich sources of riboflavin. Meat, poultry, and cooked dried beans and peas are good sources of niacin.

Folic acid helps protect the body against anemia. It is found in dark green leafy vegetables, liver, and many other foods.

For good health, your body needs small amounts of other vitamins and minerals. These are supplied by the foods that make up balanced meals.



ACTIVITY

Listed below are some ideas for simple and nutritious meals. Describe in the spaces designed how you would prepare them.

Spaghetti with meat sauce and a fresh garden salad.

Spaghetti	Meat Sauce	Garden Salad
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Steak, baked potato, green beans

Steak	Baked Potato	Green Beans
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Filet of cod, rice, carrots

Filet of Cod	Rice	Carrots
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It is helpful to remember that the way you cook something can change it from being healthy and low in fat to not so healthy and higher in fat. For example, filet of cod is healthier baked rather than fried. You even have to watch those garden salads since added ingredients like bacon bits, cheese and salad dressings may add fat and calories.

Some meals you can probably cook without following a recipe. For others, particularly dishes and meals that are new to you, you might want to follow written directions. In order to be able to follow recipes, you will need to be familiar with weights and measurements. Utilize the following exercise to test your knowledge.

1. There are _____ quarts (qts.) in a gallon (gal.).
2. One pint (pt.) contains _____ cups.
3. One quart contains _____ pints.
4. There are _____ tablespoons in one cup.
5. One tablespoon is equal to _____ teaspoons.
6. There are _____ cups in one quart.
7. “Tsp.” is an abbreviation for _____.
8. “Tbs.” is an abbreviation for _____.
9. One pound (lb.) equals _____ ounces (oz.).
10. If a soup recipe calls for one-half liter of milk and you have a quart of milk, do you have enough milk to make the soup? _____.

ANSWERS:

- | | |
|------------|---------------|
| 1. Four | 6. Four |
| 2. Two | 7. Teaspoon |
| 3. Two | 8. Tablespoon |
| 4. Sixteen | 9. Sixteen |
| 5. Three | 10. Yes |



Optional Activity

Bake the Chocolate Cookies featured in the recipe below.

Chocolate Refrigerator Cookies

- 1 ²/₃ cups all-purpose flour
- ¹/₃ cup cocoa
- ¹/₂ teaspoon baking powder
- ¹/₂ teaspoon ground cinnamon
- ³/₄ cup sugar
- ¹/₂ cup (1 stick) margarine, softened
- 1 tablespoon skim milk
- 1 egg
- ³/₄ cup ground walnuts

In a small bowl, combine flour, cocoa, baking powder, and cinnamon; set aside.

In a large mixing bowl, beat sugar and margarine until creamy. Beat in milk and egg. Gradually beat in flour mixture. Stir in walnuts. On waxed paper, shape dough into 1½-inch diameter log; roll in waxed paper. Refrigerate 2 to 3 hours or overnight.

Preheat oven to 350°F. Cut log into ¼-inch thick slices. Place on ungreased cookie sheets. Bake 10 minutes. Let stand on cookie sheet 2 minutes. Remove from cookie sheet; cool completely on wire racks.

Makes about 4 dozen cookies.

Recipe Source: Family Classics

Practice following recipes by continuing to plan and cook nutritious meals with your foster parent or group care staff.



ACTIVITY

Now that you are aware of your budget, nutritional requirements and have practiced how to prepare meals, you are ready to use the following meal-planning sheets to develop a menu for one week.

Day One:

Breakfast: _____

Lunch: _____

Dinner: _____

Snack: _____



Day Two:

Breakfast: _____

Lunch: _____

Dinner: _____

Snack: _____

Day Three:

Breakfast: _____

Lunch: _____

Dinner: _____

Snack: _____



Day Four:

Breakfast: _____

Lunch: _____

Dinner: _____

Snack: _____

Day Five:

Breakfast: _____

Lunch: _____

Dinner: _____

Snack: _____



Day Six:

Breakfast: _____

Lunch: _____

Dinner: _____

Snack: _____

Estimate the approximate costs for your week’s worth of groceries utilizing any applicable coupons and your comparison shopping skills.

\$ _____

Did you stay within your budget? Explain.



ACTIVITY

In order to keep your food fresh and prevent spoiling, you will need to store it in the right places. *Describe where you would store the following items.*

WHERE?

- | | |
|------------------|-------|
| Potatoes | _____ |
| Milk | _____ |
| Open Box of Rice | _____ |
| Jelly | _____ |
| Bread | _____ |
| Onions | _____ |
| Butter | _____ |
| Tomato | _____ |
| Banana | _____ |
| Lettuce | _____ |

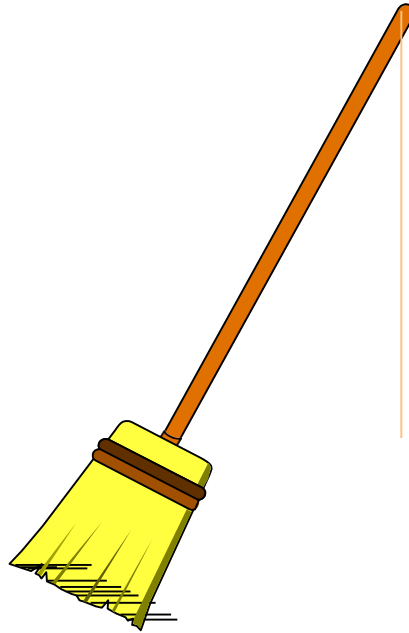
Grocery Shopping Hints

- Plan your menu for the week, and check your refrigerator and cupboards for the food items you'll need for the meals.
- Check the newspapers/store flyers for sales
- Always make a shopping list and buy only what is on your list.
- Shopping at a large grocery store will be less expensive than at a convenience store, small neighborhood store, or specialty store.
- Look for coupons in magazines and newspapers. Use them only to buy items you normally buy. If you use a coupon to buy something you don't really need, you are not saving any money.
- Don't feel you have to buy only the items you see advertised on television and in magazines. These are brand name items and usually more expensive. Cheaper brands may be just as good and save you money.
- Check the items marked "For Quick Sale." Bread and pastry that are still properly packaged and just one or two days old may be a good buy. Canned foods that are dented are generally not. Remember to consider the quality of the food along with the price.
- It's best not to go grocery shopping when you are hungry. Chances are you will buy a lot more than what is on your list.
- Check items to see if they are dated. Some foods, like milk, meat, bread, and cheese, have expiration dates so you'll know when they're fresh.
- Most items will have a "unit price" listed for each brand of that item. Compare these unit prices to see which brand and which size is the better buy for you.

HOME MANAGEMENT / HOUSEKEEPING

The kind of environment you live in can greatly influence your well-being. Having a clean place to live is important for several reasons. Keeping your living space clean reduces the risks of germs, bacteria, pests, and rodents which can have a harmful effect on your health. A clean home will also make you feel better about yourself and help you to stay organized.

In order to keep your home clean, you will have to utilize the appropriate disinfectants, cleaning supplies, and techniques for various chores.





ACTIVITY

Look at the following apartment floor plan and describe in the designed spaces how and with what kind of cleaning supplies you would clean each of the rooms. Discuss the outcome with your foster parent, social worker or staff.

The floor plan includes the following rooms and items:

- Bedroom:** Bed, Chest of Drawers, Night Stand, Window, Carpet.
- Bathroom:** Toilet, Cabinet, Sink, Tile, Bathtub, Mirror, Lamp.
- Kitchen:** Fridge, Sink, Cabinets & Countertop, Stove, Linoleum.
- Living Room:** Chair, Table, Chair, TV, Couch, Hardwood Floors.

Four red arrows point to empty writing boxes for notes:

- Top-left box: Arrow points to the left wall of the Bedroom.
- Top-right box: Arrow points to the right wall of the Bathroom.
- Bottom-left box: Arrow points to the bottom wall of the Kitchen.
- Bottom-right box: Arrow points to the right wall of the Living Room.

Helpful Hints:

- The easiest way to clean a room or apartment is to first put everything away where it belongs. (If you are just moving into an apartment, it will be much easier to do your cleaning before you move your furniture and belongings in.)
- Wash and dry the dishes and put them away. (Load the dishwasher if you have one.)
- Wipe off the table and counter tops with a sponge.
- Put your clothes in the closet or drawers, remembering to sort those items that need to be washed or dry cleaned.
- Make the beds. If the sheets need to be changed, wash them.
- Dust your wooden furniture using a cloth and furniture polish.
- Use a damp cloth in place of furniture polish for non-wood surfaces.
- Vacuum your rugs/floors.
- You should sweep the kitchen floor, however, and then wash it.
- Using a sponge and soapy water, clean the top of the stove. Be certain that the burners are off while you are cleaning.
- Clean the mirrors using paper towels.
- Empty your wastebaskets and take out the garbage.

Less Frequent Tasks

- Using a sponge or damp cloth and soapy water, clean the inside of the refrigerator.
- If you do not have a “frost-free” refrigerator, you will also have to defrost the freezer every two or three months, or according to the appliance maintenance directions.
- Clean the oven when it is cold. Make sure the oven setting is on “off.” Use a damp sponge to wipe it out. Newer ovens may be self-cleaning; check for directions inside the door.
- Try to become familiar with some of the various cleaning products on the market. There are many!
- One cleaning product may be more expensive than another, but it is not necessarily better. Shop wisely.

Cleaning the Bathroom

- Using a cleaning product and sponge, clean the sink, tub, and tiles.
- Always use a separate sponge or brush to clean the toilet bowl. Wash the floor. If you have a scatter rug in the bathroom, don't forget to wash it too.
- Put out fresh towels and washcloths.

Congratulations! You have a neat and clean home.

Every six months or so you should plan to really clean your whole apartment - curtains, windows bedspreads, blankets, walls, etc. Some people call this "spring cleaning."

Laundry Hints

- Wash light and dark colored clothing separately.
- Read clothing labels for washing instructions. Some clothes must be "hand washed" or washed in cold water.
- Do not wash clothing marked "dry clean only."
- Follow the directions on the laundry detergent package which will tell you how much detergent and what water temperature to use.
- If shrinkage is a possibility, remember to use **cold** water.
- Use bleach carefully. It can discolor and damage clothing if not used properly. Read the directions on the bottle or box.
- "Color-safe" bleach is available for use on colored clothing.

Now that you know how to clean different items, you have to decide how often you will have to perform different chores. While some tasks (like vacuuming, emptying the garbage, or cleaning the dishes) have to be done fairly often, others (washing the windows, defrosting the freezer) don't need to be performed as frequently. A cleaning chart will be helpful in keeping track of which chores need to be done and arranging tasks around your schedule.



ACTIVITY

Utilize the house cleaning chart on the next page to schedule when and how frequently you would clean various items.

CLEANING CHART

Kitchen	When	How Often
Wash Dishes		
Clean Sink		
Wash Windows		
Clean Counter Tops		
Clean Refrigerator		
Defrost Freezer		
Clean Stove Top/ Range		
Empty Garbage		
Others:		

Bathroom	When	How Often
Clean Tub/Shower		
Clean Sink		
Clean Toilet		
Wash Floor		
Clean Cabinets		
Clean Rug/Mats		
Clean Light Fixture		
Others:		

Bedroom	When	How Often
Make Bed		
Wash Sheets		
Sweep/Vacuum Floor		
Wash Windows		
Clean/Dust Bureau		
Clean/Dust Dresser		
Clean/Dust Nightstand		
Clean Lamps		
Clean Fan		
Others:		

Living/Dining Rooms	When	How Often
Clean Couch		
Clean/Dust Table		
Clean Chairs		
Sweep/Vacuum Floor		
Clean/Dust Television		
Clean/Dust Shelves		
Clean Light Fixtures		
Clean Fan		
Others:		

In addition to cleaning your home, you will also have to perform minor repair and maintenance tasks. Professional services through repairmen are expensive and unnecessary for many repairs you could do on your own.

To test your knowledge about maintenance tasks, answer the following questions and discuss the outcome with your social worker, foster parent, or group care staff.

a) How would you change a light bulb using the correct wattage?

b) How would you unclog a toilet or a sink?

c) How would you change a fuse and/or reset a circuit breaker?

d) How do you properly fit shades and curtains for a window?

e) How would you plaster a hole in the wall?

Aside from the repairs and tasks listed above, you might also encounter problems like the following:

Beth moved into her own apartment three months ago. Although she kept her apartment very clean and emptied the garbage regularly, she discovered roaches in her kitchen. She's not sure what to do.

What would you do in Beth's situation?

Even if your home is clean, roaches can appear. You should try to get rid of them as soon as possible. You can buy different roach control products at drug stores and supermarkets but you should call your landlord for assistance in obtaining professional pest control services.

Additional Hints: Don't leave food lying around! Make sure all your food is properly stored. It may also be helpful to clean all cabinets and counter tops.

Consider the following:

Brian has been sharing an apartment with a roommate for six months. One morning, he sees a bad leak in the ceiling of his bathroom. Water is dripping down the wall onto the floor. Brian is not sure what to do.

What would you do in Brian's situation?



Unless otherwise specified in the lease, landlords are responsible for structural repairs/problems (plumbing, wiring, etc.) which were not caused by you.

NOTE: For more information on lease agreements, please refer to Module IV.

In
summary,
describe your reasons
to have a clean and well-maintained
home.
