



Mesilla Valley Hospice
Foundation



presents the

16th Annual

Men Who Cook

Event

August 10, 2024

Las Cruces Convention Center

680 E University

6:00 pm - 10:00 pm



Chef Packet

Mesilla Valley Hospice Foundation

Are you a man who is willing to cook for a good cause?

If so, we need you! This is the 16th year of an annual event for Las Cruces: “Men Who Cook.” Our 15 years have been very successful and we are sure that with your help, this year will be another success in raising funds for **Mesilla Valley Hospice Foundation**. The enclosed packet will help explain many of the details of what’s involved. Space is limited, so don’t pass up this opportunity to be featured as one of our Volunteer Chefs. This event that has become one of the best charity events ever held in Las Cruces, and you’ll have lots of fun doing it!

Here are the details: **Date: Saturday August 10, 2024**

Place: Las Cruces Convention Center

Time: 6:00 PM – 10:00 PM

Your responsibility: **Decide on your favorite recipe** to cook. Categories are APPETIZER, MAIN COURSE, SIDE DISH and DESSERT! You will need to **prepare and serve your dish in, at least, 300 sample size portions** to the evening’s guests. Cooking takes place on Friday, August 9th and Saturday, August 10th. *Please be sure to look over the enclosed “Guidelines for Chefs” so you can make any necessary preparations & have all necessary items available to you on the day.*

Judging: All four categories will be evaluated by a panel of judges to determine an overall winner for each, to be announced and awarded during the event.

Tip Jar Fundraiser: Each Chef will have their own Tip Jar so the guests can choose the recipes they enjoy the most and show their appreciation with a tip for the chef! All funds collected will be donated back to Mesilla Valley Hospice. The chef with the most tips will be announced and awarded at the end of the night with the traveling trophy.

Thank you for considering being one of the chefs to participate in this year’s event. **The deadline for Recipe and health permit submission is Friday July 19, 2024.** Please return the enclosed recipe sheets and health permit form as soon as possible, to Mesilla Valley Hospice. You can either: email it to smays@mvhospice.org, or mail it to 299 Montana Ave, Las Cruces NM 88005.

We look forward to sharing this wonderful experience with you in support of a great community nonprofit organization, Mesilla Valley Hospice Foundation. If you’d like additional information now, please contact Staci Mays at smays@mvhospice.org or call 575-642-8338.

Thank you in advance for your support!

Men Who Cook Committee





Men Who Cook 2024

August 10, 2024

Las Cruces Convention Center

Guidelines for Chefs

Recipes:

- Food categories: Appetizers, Side Dishes, Main Dishes or Desserts.
- Chefs will be responsible for the cost of food used for their recipe for the event. You will be provided with a 'Gift In Kind' receipt, should you choose to use that for tax purposes.
- No raw eggs may be used in ready-to-serve food.
- Chef should prepare enough food to serve 300, sample-sized servings.
- Plates and utensils for attendees will be provided.

Equipment & Limitations:

- Chefs will not have access to additional serving items, pans, etc. Please make sure you **bring all pots, pans, utensils, etc. needed for your dish.**
- We will be renting **Chafing Dishes** for those that request it, so please let us know if you need one well in advance so we can have enough.
- If you'll need **electricity** please let us know ahead of time. **We cannot add it for you onsite.**
- Refrigeration and freezer space will not be available onsite.
- **OIL:** If you need to use oil, you must bring it with you. You must also properly dispose of your oil offsite. The Las Cruces Convention Center will not dispose of it for you.
- Disposal of Trash and Scraps: there will be trash receptacles for general items in the event area. However, food scraps must be disposed of in a designated area in the kitchen facility.

Health Department Regulations:

- All chefs must have an approved temporary health permit. We have filled out the basic information on the form; you just need to complete the sections specific to your dish and sign. This permit should be returned to Staci Mays by **Friday, July 19, 2024.** WE WILL SUBMIT THEM TO THE HEALTH DEPARTMENT.
- All Chefs must cook their dishes in a certified kitchen. We have access to a number of certified kitchens in town – we will contact you to schedule that access.
- **You will receive a call from the health department confirming that you understand the guidelines they have established. Please refer to the final page of our packet for their rules and guidelines.**

On the Day of the Event:

- Aprons will be provided to the chef and chef assistant.
- Please be set and ready to serve by 5:30pm. Chef photos will be taken at this time.
- Chefs must serve the food themselves on the evening of August 10th.
- Chefs may have an assistant to help with cooking and serving
- Chefs and (1) assistant will each receive free admission to the event.
- Additional tickets for spouses and/or friends may be purchased by calling Mesilla Valley Hospice at 523-4700 or stopping by Hospice during business hours.



**Mesilla Valley Hospice Foundation
2024 Men Who Cook Chef Registration
Saturday, August 10, 2024 6:00-10:00 PM
Las Cruces Convention Center**

Name (printed, please): _____

Mailing address: _____

E-mail address: _____

Telephone number: Home _____ Work/Cell _____

Wording for Chef Station Signage (if left blank the name listed about will be used):

Name: _____

Affiliation: _____

Special notes: _____

Name of Assistant: _____

Name of Recipe: _____

Category (circle all that apply): Appetizer Side Dish Main Dish Dessert

Cooking Needs:

Do you already have access to a certified kitchen? Yes No If yes, where? _____

If no, please answer the following:

Which Day do you prefer to cook? **Friday 9th** **Saturday 10th**

Which Time of Day do you prefer? **Morning** **Early Afternoon** **Late Afternoon**

How much prep/cook time will you need? _____

What equipment will you need access to? _____

For serving, will you need:

Chafing Dish: Yes No If yes, how many: _____

Electricity: Yes No

Ice: Yes No

Any other special requests or needs for cooking or on site:

Please email **THIS FORM to smays@myhospice.org
For any questions call Staci Mays at 575-642-8338
Deadline July 19, 2024
Mail: 299 Montana Ave., Las Cruces NM 88005**



Application Date: _____

Section 1 - Operator Information			
Name of owner/operator:			
Phone:	Cell:		
Mailing address:	City:	State:	Zip:
Email:			
Name of on-site person-in-charge: Staci Mays		Phone: 575-642-8338	
(Provide copy of food handler card or certified manager certificate)			

Section 2 - Temporary Food Event Information			
Name of booth:	Address/Location: Las Cruces Convention Center 680 E University Ave		
Name of event: Men Who Cook	City: Las Cruces	State: NM	Zip: 88001
Date(s) of event		Time(s) of event	
Start date: 8/10/2024	End date: 8/10/2024	Set-up time: 2pm	Open time: 6pm Close time: 10pm
Event organizer: Las Cruces Event Planning		Organizer phone: 575-642-8338	
Event location		Facility type	
Indoor event <input checked="" type="checkbox"/>	Outdoor event <input type="checkbox"/>	Booth <input checked="" type="checkbox"/>	Permanent building <input type="checkbox"/> Mobile <input type="checkbox"/> Push cart <input type="checkbox"/>

For sections 3-10 (below) please refer to attached Chart 10-1 for TFE requirements

Section 3 - Menu		
Menu item	Place of purchase	Prepared
		Prepared on-site at TFE <input type="checkbox"/> Prepared at other location** <input type="checkbox"/> Sold commercially prepackaged <input type="checkbox"/>
		Prepared on-site at TFE <input type="checkbox"/> Prepared at other location** <input type="checkbox"/> Sold commercially prepackaged <input type="checkbox"/>
		Prepared on-site at TFE <input type="checkbox"/> Prepared at other location** <input type="checkbox"/> Sold commercially prepackaged <input type="checkbox"/>
		Prepared on-site at TFE <input type="checkbox"/> Prepared at other location** <input type="checkbox"/> Sold commercially prepackaged <input type="checkbox"/>
		Prepared on-site at TFE <input type="checkbox"/> Prepared at other location** <input type="checkbox"/> Sold commercially prepackaged <input type="checkbox"/>
		Prepared on-site at TFE <input type="checkbox"/> Prepared at other location** <input type="checkbox"/> Sold commercially prepackaged <input type="checkbox"/>

(Additional menu items may be attached to this application)

** Food menu item prepared at <u>other locations</u> complete the following	
Name of establishment:	Type of establishment:
Permit holder name:	Establishment phone:
Permit #:	

(Additional locations for preparation of food items may be attached to this application)

Section 4 - Booth Construction		
Overhead covering: <i>Example: Canopy</i>	Floor: <i>Asphalt</i>	Walls: <i>Screens with ability to cover solid</i>
Ceiling	Carpet	Indoor Walls



Section 5 - Handwashing Set-up (Hand soap, paper towels and trashcan must be provided at all set-ups)			
Type of handwashing:	How will water be heated:	Bare hand contact eliminated by:	
Container with on/off spigot and catch bucket <input checked="" type="checkbox"/> Portable handwashing sink <input type="checkbox"/> Handwashing sink w/ hot & cold running water under pressure <input type="checkbox"/>	Auxiliary heating source (i.e. burner) <input checked="" type="checkbox"/> Water heater <input type="checkbox"/> Other <input type="checkbox"/>	(check all that apply)	
		Dispensing units <input checked="" type="checkbox"/>	Deli tissue <input checked="" type="checkbox"/>
		Utensils <input checked="" type="checkbox"/>	Gloves <input checked="" type="checkbox"/>
		Other:	

Section 6 - Utensil Washing Set-up (Must wash with soap, rinse with water and sanitize all utensils/dishes)			
Method of utensil washing:	How will water be heated:	Type of sanitizer:	
3 Basins (i.e. bus tub) <input checked="" type="checkbox"/> 3 Compartment sink <input type="checkbox"/> 3 Compartment sink w/ hot & cold running water under pressure <input type="checkbox"/>	Auxiliary heating source (i.e. burner) <input checked="" type="checkbox"/> Water heater <input type="checkbox"/> Other:	(select) (Concentration)	
		Chlorine (bleach) <input checked="" type="checkbox"/>	100 PPM
		Quaternary ammonia <input type="checkbox"/>	___ PPM
		Iodine <input type="checkbox"/>	___ PPM
(Appropriate test-strips required)			

Section 7 - Utility Supply and Disposal			
Water source	Waste water disposal	Power Supply	Trash disposal
<i>Example: City water</i>	<i>Wastewater containers provided by organizer</i>	<i>Generator</i>	<i>Dumpsters available</i>
City Water	Wastewater containers provided by organizer	Indoor Electrical	Dumpsters available

Section 8 - Equipment (Use additional sheets if needed)		
Use:	Type:	Certification: (examples include: NSF, ETL)
Transportation to event hot/cold foods (Example: Insulated container, cooler, etc.)		
Cold holding (Example: Refrigeration, prep table, etc.)		
Hot holding (Example: Steam table, grill etc.)		
Cooking/ Re-heating (Example: Grill, stove, burners etc.)		
Food thermometers (Example: Metal Stem 0-220°F)		
Other		



Section 10 - TFE Floor Plan

In the following space, provide a drawing of the TFE. Identify and describe all equipment including cooking and hot/cold holding equipment, handwashing facilities, worktables, dishwashing facilities, food and utensil storage, garbage containers, and customer service areas.

<p>Example Floor Plan (view from top)</p>	<p>Draw your sketch here</p>
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STATEMENT: I hereby certify that the above information is correct, and I fully understand that any deviation from the above without prior permission from the State of New Mexico Environment Department may nullify final approval. I agree to comply with **7.6.2 NMAC -- Food Service And Food Processing Regulations** and allow the regulatory authority access to the establishment and records.

Applicant or responsible representative(s) Signature/Title	Date
Applicant or responsible representative(s) Signature/Title	Date

NMED use only		
Approved <input type="checkbox"/> Approved with conditions* <input type="checkbox"/> Denied** <input type="checkbox"/>	TFE category: Type 1 <input type="checkbox"/> Type 2 <input type="checkbox"/> Type 3 <input type="checkbox"/>	Date:
		Permit #:
		Permit fee required: Yes <input type="checkbox"/> No <input type="checkbox"/>
		Permit fee received: Yes <input type="checkbox"/> No <input type="checkbox"/>
Signature/Title:	Date:	
*Conditions of approval:		
**Reasons for denial:		



Chart 10-1

	Type 1	Type 2	Type 3
Menu	-unpackaged non-TCS*** -commercially processed packaged TCS*** in original package (receive-store-hold)	-no cook (receive-store-minimum prep*-hold-serve) -same day prep (receive-store-minimum prep*-cook-hold-serve) -reheat commercially processed (receive-store-reheat-hold-serve)	-complex food prep (receive-store-prep-cook-cool-reheat-hot hold-serve) OR serving highly susceptible population
Handwashing	gravity fed <= 4 hrs. - insulated container or auxiliary heating source > 4 hrs. - auxiliary heating source	same as Type 1	hot & cold running water under pressure
3-Compartment Sink	unpackaged non-TCS <= 4 hrs. - 3-comp or extra utensils > 4 hrs. - 3-comp required packaged TCS: not required	same as Type 1 unpackaged non-TCS	3-comp required w/ hot & cold running water under pressure
Refrigeration	unpackaged non-TCS: not required packaged TCS: <= 1 day - insulated ice chest w/drain ice 2-3 days - mechanical equipment > 3 days - mechanical ANSI equipment only	same as Type 1 packaged TCS	mechanical ANSI equipment only
Cold holding (e.g., prep table, display case)	unpackaged non-TCS: not required packaged TCS: -ice bath -2-3 days - mechanical equipment recommended - > 3 days - mechanical ANSI equipment recommended	same as Type 1 packaged TCS	same as Type 1 packaged TCS
Hot holding	not allowed	covered non-ANSI equipment allowed**	covered ANSI equipment only
Cooking/reheating	not allowed	covered non-ANSI equipment allowed**	covered ANSI equipment only
Flooring	grass; smooth, durable, easily cleanable such as: concrete, machine-laid asphalt, Sealed wood, tile, impermeable tarp	<= 2 days - same as Type 1 > 2 days - same as Type 1, no grass	<= 3 days - same as Type 1, no grass > 3 days - constructed flooring
Walls	unpackaged non-TCS <= 3 days - no sides, ability to cover solid > 3 days - 3.5 side screening, ability to cover solid packaged TCS: not required	<= 1 day - no sides, ability to cover solid 1 to 3 days - 3.5 side screening, ability to cover solid > 3 days - complete enclosure w/approved opening	complete enclosure w/approved opening
Training	as required by regulatory authority	as required by regulatory authority	Certified food protection manager required

*Minimum preparation includes activities such as: slicing/cutting fruits and vegetables, opening commercially PACKAGED TIME/TEMPERATURE CONTROL FOR SAFETY FOOD, and seasoning TIME/TEMPERATURE CONTROL FOR SAFETY FOOD. Minimum preparation does not include activities such as: cutting, slicing, or forming raw MEAT, POULTRY, or FISH; assembly of complex menu items.

**Chafing dishes may be allowed for events of 4 hours or less. Insulated ice chests and slow cookers are not allowed for hot holding. Slow cookers are not allowed for heating, cooking, or reheating.

*** "TCS" means "Time/Temperature Control for Safety Food". See definition on page 21 of the Retail Food Field Guide for details.