

 	Forest Service Job Corps National Office	SOP No.	Date
	STANDARD OPERATING PROCEDURES for BOXELDER MOBILE KITCHEN UNIT	National Director, Forest Service Job Corps	
Addition To:			
Subject: Mobilization protocol for the Boxelder Job Corps Mobile Kitchen Unit			

1. **PURPOSE:** To establish consistent procedures facilitating efficient and effective processes for dispatching the Boxelder Mobile Kitchen Unit when assigned to an incident.
2. **POLICY:** These procedures are to be followed for the Boxelder Mobile Kitchen Unit when mobilized for wildland fires, training academies, other natural disasters, and other special events.

PROCEDURES:

Prior to Mobilization

Provide Dispatch (Great Plains Interagency Dispatch Center) the following information prior to being available for mobilization:

Vehicles, Equipment, and Supplies:

- Provide the following information to Dispatch on all vehicles and equipment attached to the Boxelder Mobile Kitchen Unit (“kitchen unit”) prior to any mobilization:
 - Make.
 - Model.
 - Year.
 - VIN
 - License number.

Include the following vehicles and equipment:

- Transport truck (road tractor).
- Kitchen unit trailer.
- Support truck(s).
- Equipment trailers.
- Vans and other personnel transport.

➤ Provide Dispatch with the following supplies attached to the kitchen unit:

- Tables, chairs and tents.
 - One chow hall canopy tent awning,
 - One Salad Bar canopy tent awning.
 - 24 tables
 - 148 chairs

Personnel:

➤ When the kitchen unit is being requested for mobilization, provide Dispatch a manifest with the names of the personnel to be mobilized to include:

- Two Head Chefs (cell phones and laptop approved)
 - Eight culinary students
- Two support staff (cell phones approved) to drive support vehicles, supervise kitchen unit support crew, and maintain the kitchen unit while on site;
 - Four camp crew students to support the kitchen unit.
 - One Facility Maintenance Student to assist with maintaining equipment.
- All staff (chefs, students, et al), need to have completed a minimum of IS-700 and entered into IQCS. Chefs should be shown in IQCS as "COOK." Other support staff shown be shown as "THSP" (Technical Specialist) or "CAMP" (camp help). Those qualified as Camp Crew Boss (CACB) should be listed such. Students should be shown as "CAMP."
- A copy of signed red cards need must provided to Dispatch **prior** to the kitchen unit being made available. This will ensure that qualifications are verified prior to mobilization by the dispatch staff. This includes those staff and students from other Job Corps Centers.

Availability

➤ Notify Dispatch when the kitchen unit is available for mobilization, and where it is available to mobilize (i.e. locally, regionally (i.e. Rocky Mountain Region), or nationally).

- When the kitchen unit is available, notify Dispatch of any change in status, and **every Thursday as a minimum** (as Dispatch sets availability to "local" every Thursday afternoon unless notified otherwise).

- Ensure that the vehicle/equipment information, and personnel manifests identified are CURRENT and ACCURATE. Notify Dispatch of any changes.

Mobilization

When the kitchen unit receives a resource order from dispatch, it will include the incident name, location, a needed date and time, and other pertinent information. Upon mobilization of the kitchen unit:

Boxelder Job Corps is responsible for:

- Providing Dispatch with a manifest of personnel being assigned.
- Notifying Dispatch to any changes in the vehicles, equipment, and supplies previously provided.
- Providing Dispatch estimated times of departure (ETD) and arrival (ETA).
- Notifying Dispatch at the actual time of departure, and actual time of arrival at the incident.
- Providing meals and lodging as needed for staff and students during travel to and from incidents
- Notifying Dispatch of any problems, changes in ETA, etc. while enroute.
- **All food/non-food orders-** Boxelder's Culinary leader will place the initial and all subsequent food/non-food orders for the remainder of the incident directly to the food vender.
 - The Culinary leader will communicate this information to the JCNO AQM program via the AQM D/O phone number. The JC AQM D/O will pay for the food order working directly with the vender.
 - The kitchen unit will mobilize with enough non-food products (e.g. napkins, plastic utensils, disposable plates, etc.) for the first two shifts. These will be replaced at the incident. Non-food products will be ordered and paid for in the same manner as the food.
 - Make initial arrangements with food vender for the refrigerated trailer to remain on site and communicate this with the JC AQM D/O.
 - Refrigerated trailer for food storage. This should be communicated with the original food order that the food vendor will provide a refer unit for the duration of the incident. The Head Chef will arrange this with the vender and communicate details with the JCNO AQM Duty Officer. (The refrigeration unit is generally delivered with the first food order).

➤

Job Corps National Office AQM Program is responsible for:

- Staff the AQM Duty Officer phone. [(720) 765-8498] (R16 fire program will cover the cost of this cell phone out of the fire budget).
- Establish a D/O rotation among the JCNO AQM staff to cover the fire season.
- All food/non-food orders- Boxelder's culinary leader will provide the initial and all subsequent food/non-food orders for the remainder of the incident to the vender and communicate such to the JCNO AQM program via the AQM D/O phone number. The JC AQM D/O will pay for the supplies ordered by the Culinary leader.

The Incident Management Team (IMT) /host unit is responsible for:

- Inspection of kitchen unit before and after use.
- Providing for the following support to the kitchen unit:
 - Gray water disposal service.
 - Potable water service.
 - Diesel fuel, gasoline, and propane services needed for the following equipment:
 - Generator
 - Transport trucks and other support vehicles.
 - Kitchen unit equipment (stoves, etc.)
- Providing S-numbers for kitchen unit staff using Government Purchase Cards (GPC) for:
 - Meals and lodging as needed for staff and students during travel to and from incidents.
 - Maintenance supplies and outside services (if needed) for vehicles and equipment.
 - All food/non-food supplies needed to operate the kitchen until the IMT and/or buying team is in place.

(Kitchen unit Staff need to obtain and maintain copies of the Resource Order with the S-numbers used for these purchases. The GPC holder will need them for their files.)

Other Boxelder Job Corps responsibilities include:

- Ensuring Quarterly Health Inspections of the kitchen unit.
 - Conducted by the Boxelder Job Corps Center through the State of South Dakota state health inspector.
- Coordinating with Dispatch at all times, particularly when Students and staff are from Multiple Job Corps Centers

- Example: Boxelder partnership with Collbran to provide mobile kitchen services for events
- Ensuring that a minimum of one Head Chef per shift possesses a valid “Serve Safe” certification.
- Maintaining and adjusting incident menus to make accommodations for special dietary needs through complete coordination with the Food Unit Leader, Logistics Section Chief, host unit, etc.
- Working closely with IMT/Buying Team to procure needed food/non-food items used on incident.
- Provide winterization and de-winterization for the kitchen unit in the off-season, while not in use.
- Walk-through inspections by the FMO and kitchen unit staff to ensure all safety requirements are being met.
- Utilizing the Incident Job Code on the resource order to charge use rates of the vehicles while used on incident. Monthly FOR is charged to default account.

Notes;

- 1) Make a plan for state or other federal agency use.
- 2) Include in SOP for Kitchen Unit an explanation of the S- number process.

Contact Information

Name	Position	Cell	Area code	Office
	Great Plains Dispatch Center		605	399-3160
Charles Steinberg	Culinary Arts Instructor	605-391-0400	605	578-2371 ext. 1142667
Brian Johnson	Administrative Officer		605	578-2371 ext. 1142642
Mike Deveraux	Center Director	605-786-3941	605	578-2371 ext. 1142601
Robert Cota	JC-FAFMO	605-640-9165	605	578-2371 ext. 1142682
	AQM Duty Officer	720-765-8498		
Jennifer McCord	Branch Chief AQM Job Corp NO		303	275-5393