

# Your week, in our hands.

One day dedicated to you. A menu designed for your home, your tastes and your plans.



## 4 adults

Fictitious family

## 10 different dishes

40 planned portions

## Finish fresh

With household staff

## How we organise it with you

### We receive your request

Your plans, tastes, kitchen and the help available at home.

### We talk it through

A video call or visit helps us understand your complete request.

### We design your proposal

Mery and Alfredo plan the menu, sides, portions and service.

### We agree the day

You review the proposal and we agree the day, subject to availability and confirmation.

### We shop and cook

On Monday in this example, we shop for you and cook in your home.

### We organise your week

We label, store and explain the guidance and instructions for each dish.

This selection of ten dishes is solely for this example family.

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YOUR GUIDE, SECTION BY SECTION

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# 01 Weekly overview

Your plans and meals for each day, with the main dishes and their sides clearly shown.

## Monday and Tuesday

### Monday

Arrival at the house and Mery and Alfredo's shopping and cooking day. All four have lunch out and dinner together at home.

**4 adults**

#### LUNCH

### Eating out

No dish planned for this meal.

#### DINNER



### Salmon puttanesca

**4 adult portions**

With herb-roasted potatoes and green salad

Main course refrigerated

Staff: Cook the fish fresh and assemble the salad just before serving. The potatoes and sauce are already prepared.

### Tuesday

Two adults work away and take lunch with them; the other two eat at home. Four lunch portions and four dinner portions.

**4 adults**

#### LUNCH



### Roasted cauliflower, tahini and chickpeas

**4 adult portions**

With green salad

Main course refrigerated

#### DINNER



### Turkey meatballs, peas and lemon

**4 adult portions**

With basmati rice

Main course refrigerated

Staff: Separate the two takeaway portions and keep chilled as labelled; reheat at the destination. Cook dinner's rice that day. Move the lasagne to the fridge in good time for Wednesday.

## 1. WEEKLY OVERVIEW

# Wednesday and Thursday

A day trip and a return to routine, with the dishes already organised.

## Wednesday

All four visit Ronda, with lunch out and fruit and snacks for the journey. Lasagne at home on their return.

**4 adults**

### LUNCH

#### Eating out

No dish planned for this meal.

### DINNER



#### Vegetable, spinach and ricotta lasagne

**4 adult portions**

Main course frozen on Monday

Staff: Check the lasagne is fully defrosted. Place Thursday's beans, sweet potato purée, chicken and vegetables in the fridge to defrost.

## Thursday

Two adults take lunch to work and two eat at home. All four have dinner together.

**4 adults**

### LUNCH



#### White bean, asparagus and spinach ragù

**4 adult portions**

With sweet potato purée

Main course frozen on Monday



### DINNER



#### Lemon chicken with artichokes, olives and oregano

**4 adult portions**

With roasted seasonal vegetables

Main course frozen on Monday



Staff: Separate takeaway portions before serving and keep cold during transport. Move Friday's lentils and sweet potato purée to the fridge.

## 1. WEEKLY OVERVIEW

# Friday and Saturday

Meals at home, dinner out and time to enjoy the beach.

## Friday

Last working day: two lunches to take away and two at home. All four have a restaurant booking for dinner.

**4 adults**

### LUNCH



### Lentils with fennel and Parmesan

#### 4 adult portions

With sweet potato purée

Main course frozen on Monday

### DINNER

## Eating out

No dish planned for this meal.

Staff: Prepare Saturday's batches to defrost in the fridge: aubergines, sweet potato purée and fish stew. Keep the rice dry until cooking.

## Saturday

A morning at the beach. All four return for lunch at home and a relaxed dinner: aubergines at lunchtime and fish stew in the evening.

**4 adults**

### LUNCH



### Baked aubergines with tomato, ricotta and basil

#### 4 adult portions

With sweet potato purée

Main course frozen on Monday

### DINNER



### Fish stew with fennel and saffron

#### 4 adult portions

With basmati rice

Main course frozen on Monday

Staff: Cook the rice when preparing dinner. Move Sunday's dinner stew to the fridge with enough time to defrost.

## 1. WEEKLY OVERVIEW

# Sunday

Sunday dinner is also planned for all four adults.

## Sunday

Lunch out and a quiet afternoon. All four have dinner at home: beef stew with freshly cooked basmati rice.

**4 adults**

### LUNCH

## Eating out

No dish planned for this meal.

### DINNER



## Beef stew with pumpkin, carrot and peas

### 4 adult portions

With basmati rice

Main course frozen on Monday

Staff: Defrost the stew fully in the fridge as labelled. Cook the rice that day, just before serving.

# 40

## planned main-course portions

Ten different dishes, four portions of each.

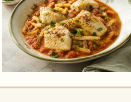
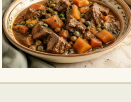
## Read the calendar and cards together

Each meal shows the main course, its sides and portions. Slots marked “Eating out” reflect the family's plans and do not add meals to the cooking schedule.

Section 5 explains how to finish and serve each dish, in the same order.

# 02 Total portions

Ten different dishes, four portions of each: forty main-course portions planned for the week.

|                                                                                                          | Dish                                                     | Portions | When       |
|----------------------------------------------------------------------------------------------------------|----------------------------------------------------------|----------|------------|
|                         | MC1<br>Salmon puttanesca                                 | 4        | Mon dinner |
|                         | MC2<br>Roasted cauliflower, tahini and chickpeas         | 4        | Tue lunch  |
|                         | MC3<br>Turkey meatballs, peas and lemon                  | 4        | Tue dinner |
|                        | MC4<br>Vegetable, spinach and ricotta lasagne            | 4        | Wed dinner |
|                       | MC5<br>White bean, asparagus and spinach ragù            | 4        | Thu lunch  |
|                       | MC6<br>Lemon chicken with artichokes, olives and oregano | 4        | Thu dinner |
|                       | MC7<br>Lentils with fennel and Parmesan                  | 4        | Fri lunch  |
|                       | MC8<br>Baked aubergines with tomato, ricotta and basil   | 4        | Sat lunch  |
|                       | MC9<br>Fish stew with fennel and saffron                 | 4        | Sat dinner |
|                       | MC10<br>Beef stew with pumpkin, carrot and peas          | 4        | Sun dinner |
| <b>40 PLANNED MAIN-COURSE PORTIONS</b><br>4 adults · 10 different preparations · 4 portions of each dish |                                                          |          |            |

Sides accompany these portions; they are counted separately and may be changed or removed when agreeing the proposal.

# 03 Weekly sides

Optional sides: how many are prepared, which meals they accompany and how to finish them.



## Basmati rice

12 portions during the week

Tuesday dinner · 4

Saturday dinner · 4

Sunday dinner · 4

### ON THE DAY OF SERVING

1. Use the amount of dry basmati rice indicated for four people. We leave it measured and labelled.
2. Cook it that day, following the water ratio and timing on the packaging or product card.
3. Rest as instructed, fluff the grains with a fork and serve freshly cooked with the main course.



## Green salad

8 portions during the week

Monday dinner · 4

Tuesday lunch · 4

### ON THE DAY OF SERVING

1. Check the label and condition of the leaves. Serve on Monday and Tuesday; if moving to other days, check freshness or arrange replacement.
2. Wash and dry the leaves as appropriate for the product. Keep separate from the dressing until serving.
3. Assemble and dress the green salad just before taking it to the table. Prepare only the four portions for that meal.

## Other sides this week



### Herb-roasted potatoes

4 portions

Monday dinner · 4

Reheat the cooked potatoes in the oven to 74 °C at the centre; finish with the indicated herbs.



### Roasted seasonal vegetables

4 portions

Thursday dinner · 4

Defrost in the fridge as required. Spread on a tray, heat to 74 °C at the centre and add the dressing when serving.



### Sweet potato purée

12 portions

Thursday lunch · 4

Friday lunch · 4

Saturday lunch · 4

Sweet potato purée with olive oil, frozen after cooling. Defrost in the fridge and heat separately, stirring, to 74 °C at the centre. Add only the water indicated on the label if needed.

Illustrative images of the sides.

# 04 Kitchen and extra weekly groceries

The kitchen, household staff, menu ingredients and extra groceries. How everything is organised and stored, too.



KITCHEN ILLUSTRATION

The real guide includes photographs sent by the family. This kitchen is illustrative.

## Example equipment

- Oven and hob.
- Fridge and freezer with reserved space.
- Labelled containers suitable for each use.
- Temperature probe.

### The person finishing the dishes

Household staff are shown how to use the cards, cook rice on the day and assemble salad when serving. We also agree weekend arrangements.

## Shopping to complete the week

### For the menus

Ingredients for the ten dishes and agreed sides, including sweet potatoes for purée with olive oil. Portioned dry basmati rice and salad leaves for the first two days. Quantities and use dates follow the approved plan.

### Fruit and snacks

Seasonal fruit for breakfast, work, the day trip and the beach; yoghurts and snacks chosen by the four adults. We review brands, allergies and quantities together.

### Breakfast and pantry

Eggs, milk or the usual alternative, coffee, oats and missing essentials. First we check what is already at home and what is needed for lunches taken to work.

Ingredients and extra groceries are itemised separately from the service fee.

Shopping is adapted to this family's tastes, allergies and plans. We check existing supplies before replenishing the pantry.

## 4. KITCHEN AND EXTRA GROCERIES

# Store, label and serve.

We identify every preparation and review the instructions with the family or household staff.

**Fridge**

Between 0 and 5 °C. Raw fish is sealed on the bottom shelf, separate from ready-to-eat foods.

**Freezer**

Around -18 °C. Batches for later days are frozen on Monday after cooling; every container is labelled.

**Before serving**

Defrost in the fridge. Use within 24 hours of complete defrosting and follow the label.

**Fresh finishing has its own timing**

Rice is cooked fresh on the day of serving. Salad is assembled and dressed just before eating, early in the week; changing its day requires a freshness check.

## Every container is easy to identify

Each real label identifies the dish, code, portions and allergens. It includes preparation date and time, use-by date and storage instructions.

EXAMPLE LABEL · MC3

### Turkey meatballs

**TUESDAY · DINNER · 4 ADULTS**

Section 6 lets you look up any code and see what it contains.

Cooked, refrigerated main course. Dry basmati rice, separate: cook fresh on the day of serving. Egg and gluten in the meatballs.

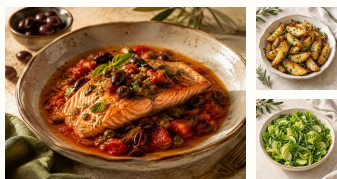
## Before the end of the day

We check where each preparation is stored and review chilling and finishing instructions. The family receives its calendar, quantities and cards; staff know what to cook fresh and what to reheat.

Food Standards Agency · chilling, freezing and defrosting  
USDA · safe minimum internal temperatures

# 05 Meal-by-meal finishing instructions

Follow each card in order: meal, ingredients, containers and steps to finish and serve.



MONDAY · DINNER · MC1 · 4 PORTIONS · COOK FRESH

## Salmon puttanesca

Ingredients: Salmon, tomato, olives, capers, garlic, olive oil and herbs. Optional sides: roasted potatoes and green salad.

Allergens: Fish. The sauce in this example is made without anchovies.

Containers: MC1 · 4 portions of raw salmon, with sauce separate. S1 · 4 potato sides. S3-MO · leaves and dressing for 4 salads, separate.

Storage: Monday: raw fish covered on the bottom fridge shelf, separate from ready-to-eat foods. Use that day. Potatoes, sauce and salad follow their own labels.

### TO FINISH

- 1 Monday dinner: raw salmon and puttanesca sauce (MC1), roasted potatoes (S1). Preheat to 180 °C; place salmon in a dish in a single layer.
- 2 Add the sauce and bake. Use a clean probe to check the fish reaches 63 °C at the centre; timing depends on thickness and the oven.
- 3 Heat potatoes separately to 74 °C at the centre. Prepare salad as labelled and dress when serving; use separate utensils for raw fish.
- 4 Divide into four adult portions, finish with herbs and serve immediately with the chosen sides.



TUESDAY · LUNCH · MC2 · 4 PORTIONS · HEAT AND ASSEMBLE

## Roasted cauliflower, tahini and chickpeas

Ingredients: Cauliflower, chickpeas, tahini, lemon, olive oil and parsley. Optional side: green salad.

Allergens: Sesame in the tahini.

Containers: MC2 · 4 portions of cauliflower and chickpeas; 2 marked for work. Sauce separate. S3-TU · leaves and dressing for 4 salads, separate.

Storage: Tuesday's portions refrigerated on Monday after cooling. Follow the labels for sauce, leaves and dressing. Keep takeaway portions cold until reheating at the destination.

### TO FINISH

- 1 Separate the two portions for work and two for home. Keep takeaway portions refrigerated as labelled until transport; reheat at the destination.
- 2 Heat cauliflower and chickpeas to 74 °C at the centre, using the container and equipment indicated on the card.
- 3 Stir the tahini sauce and add when serving. Prepare the salad and keep dressing separate until eating.
- 4 Finish with lemon and parsley: four adult portions in total, divided between home and work.

## 5. MEAL-BY-MEAL INSTRUCTIONS

## Cards for finishing each dish



TUESDAY · DINNER · MC3 · 4 PORTIONS · REHEAT AND SERVE

## Turkey meatballs, peas and lemon

Ingredients: Turkey, peas, onion, egg, breadcrumbs, lemon, mint and olive oil. Optional side: basmati rice cooked on the day.

Allergens: Egg and gluten in the meatballs; check stock ingredients and the brands used.

Containers: MC3 · 4 portions of meatballs and sauce for Tuesday. S2-TU · dry basmati rice for 4 sides.

Storage: Meatballs and sauce refrigerated on Monday after cooling, for Tuesday dinner. Dry rice in a sealed, dry container in the pantry.

## TO FINISH

- 1 Tuesday dinner: turkey meatballs (MC3) and dry basmati rice (S2-TU). Cook rice that day following the packaging and water quantity on the card.
- 2 Heat meatballs in their sauce in a pan, stirring gently, to 74 °C, including at the centre of the meatballs.
- 3 Finish the freshly cooked rice as instructed and divide into four sides. Do not reheat rice from previous days.
- 4 Divide the meatballs into four portions, add the indicated mint and serve with freshly cooked rice.



WEDNESDAY · DINNER · MC4 · 4 PORTIONS · REHEAT AND SERVE

## Vegetable, spinach and ricotta lasagne

Ingredients: Lasagne sheets, roasted vegetables, spinach, tomato, ricotta, milk and olive oil.

Allergens: Gluten and milk; check for egg depending on the pasta used.

Containers: MC4 · 4 adult portions in ovenproof containers.

Storage: Frozen on Monday after cooling. Move to the fridge early enough for Wednesday dinner.

## TO FINISH

- 1 Check it is fully defrosted and remove any lids or film that are not ovenproof.
- 2 Preheat to 180 °C. Cover the dish with an oven-safe cover and heat to 74 °C at the centre.
- 3 Uncover towards the end to brown the surface lightly, watching the topping.
- 4 Rest briefly and serve the four adult portions.

## 5. MEAL-BY-MEAL INSTRUCTIONS

## Cards for finishing each dish



THURSDAY · LUNCH · MC5 · 4 PORTIONS · REHEAT AND SERVE

## White bean, asparagus and spinach ragù

Ingredients: White beans, asparagus, spinach, onion, garlic, vegetable stock, olive oil and herbs.  
Optional side: sweet potato purée with olive oil.

Allergens: Check celery and other allergens in the stock and brands used. This purée contains sweet potato and olive oil, with no added milk.

Containers: MC5 · 4 portions of ragù; 2 labelled for work. S5-TH · 4 sweet potato purée sides in separate containers.

Storage: Ragù and purée cooled and frozen separately on Monday. Defrost in the fridge for Thursday; keep takeaway portions cold until reheating at the destination.

## TO FINISH

- 1 Check ragù and purée are fully defrosted. Separate two portions of each for work and keep them chilled through to the destination.
- 2 Heat the ragù, stirring carefully, to 74 °C at the centre.
- 3 Heat purée separately, stirring, to 74 °C at the centre. Add only the water indicated on its label if it needs thinning.
- 4 Serve four adult portions in total: two at home and two at work, with purée separate and the indicated herbs.



THURSDAY · DINNER · MC6 · 4 PORTIONS · REHEAT AND SERVE

## Lemon chicken with artichokes, olives and oregano

Ingredients: Chicken, artichokes, lemon, olives, oregano, garlic and olive oil. Side: roasted vegetables.

Allergens: Check stock and other product ingredients before finalising the recipe.

Containers: MC6 · 4 portions of cooked chicken with artichokes and sauce. S4-TH · 4 vegetable sides.

Storage: Chicken and vegetables frozen on Monday after cooling. Defrost in the fridge for Thursday.

## TO FINISH

- 1 Check chicken and vegetables are fully defrosted. Preheat the oven to 180 °C.
- 2 Heat chicken covered with its sauce to 74 °C at the centre of the thickest piece.
- 3 Heat vegetables on a separate tray to 74 °C at the centre and add the indicated dressing when serving.
- 4 Divide into four adult portions with artichokes, cooking juices and vegetable sides.

## 5. MEAL-BY-MEAL INSTRUCTIONS

## Cards for finishing each dish



FRIDAY · LUNCH · MC7 · 4 PORTIONS · REHEAT AND SERVE

## Lentils with fennel and Parmesan

Ingredients: Green lentils, fennel, carrot, onion, tomato, Parmesan, olive oil and vegetable stock.

Optional side: sweet potato purée with olive oil.

Allergens: Milk in Parmesan; check celery and other stock allergens. This sweet potato purée is made with olive oil, with no added milk.

Containers: MC7 · 4 lentil portions for Friday; 2 marked for takeaway. Parmesan separate. S5-FR · 4 sweet potato purée sides.

Storage: Lentils and purée frozen separately on Monday after cooling. Defrost in the fridge for Friday. Follow the Parmesan label.

## TO FINISH

- 1 Check lentils and purée are fully defrosted. Separate two portions of each for work and keep cold until reheating at the destination.
- 2 Heat lentils, stirring, until the whole stew reaches 74 °C. Add only the water indicated on the label if needed.
- 3 Heat purée separately, stirring, to 74 °C at the centre. Finish lentils with the indicated Parmesan and olive oil.
- 4 Serve four adult portions in total, divided between home and work, with sweet potato purée separate.



SATURDAY · LUNCH · MC8 · 4 PORTIONS · HEAT AND ASSEMBLE

## Baked aubergines with tomato, ricotta and basil

Ingredients: Aubergines, tomato, ricotta, garlic, basil and olive oil. Optional side: sweet potato purée with olive oil.

Allergens: Milk in ricotta; check any additional agreed cheese. This sweet potato purée contains olive oil, with no added milk.

Containers: MC8 · 4 portions of cooked aubergines in an ovenproof container. Basil garnish separate. S5-SA · 4 sweet potato purée sides.

Storage: Aubergines and purée frozen separately on Monday after cooling. Defrost in the fridge for Saturday. Follow the basil garnish's own label.

## TO FINISH

- 1 Check aubergines and purée are fully defrosted. Preheat the oven to 180 °C and remove non-ovenproof lids.
- 2 Heat aubergines covered to 74 °C at the centre. Uncover towards the end to brown the topping, watching the surface.
- 3 Heat purée separately, stirring, to 74 °C at the centre. Add only the water indicated on the label if needed.
- 4 Divide into four adult portions with purée separate and add the indicated basil garnish just before serving.

## 5. MEAL-BY-MEAL INSTRUCTIONS

## Cards for finishing each dish



SATURDAY · DINNER · MC9 · 4 PORTIONS · REHEAT AND SERVE

## Fish stew with fennel and saffron

Ingredients: White fish, fennel, tomato, onion, garlic, fish stock, saffron, olive oil and parsley.  
Optional side: freshly cooked basmati rice.

Allergens: Fish. Check for celery, crustaceans or molluscs if present in the stock used.

Containers: MC9 · 4 portions of cooked fish in its broth. S2-SA · dry basmati rice for 4 sides.

Storage: Fish stew frozen on Monday after cooling; defrost fully in the fridge for Saturday. Dry rice in the pantry.

## TO FINISH

- 1 Saturday dinner: fully defrosted fish stew (MC9). Cook basmati rice (S2-SA) that day following the packaging and water quantity on the card.
- 2 Heat stew gently, moving the pan to avoid breaking the fish, until the centre of the pieces reaches 74 °C.
- 3 Finish the freshly cooked rice and divide into four sides. Add the indicated parsley to the stew.
- 4 Serve four fish portions with their broth and freshly cooked rice on the side.



SUNDAY · DINNER · MC10 · 4 PORTIONS · REHEAT AND SERVE

## Beef stew with pumpkin, carrot and peas

Ingredients: Beef, pumpkin, carrot, peas, onion, tomato, red wine, stock, olive oil and herbs.  
Optional side: freshly cooked basmati rice.

Allergens: Check wine sulphites and stock allergens, including celery if present.

Containers: MC10 · 4 stew portions for Sunday dinner. S2-SU · dry basmati rice for 4 sides.

Storage: Stew frozen on Monday after cooling. Defrost fully in the fridge in good time for Sunday dinner, following its label. Dry rice in the pantry.

## TO FINISH

- 1 Beef stew for Sunday dinner (MC10): defrost fully in the fridge in advance, following its label.
- 2 Sunday basmati rice (S2-SU): cook on the day of serving following the packaging and card. Keep raw and dry until then.
- 3 Heat stew, stirring gently, to 74 °C, including at the centre of the meat pieces.
- 4 Serve the four adult portions with freshly cooked rice at Sunday dinner.

# 06 Codes

MC identifies Main Courses and S identifies Sides.

| S · SIDES                                                                                                                              | MC · MAIN COURSES AND COMPONENTS                                                                     |
|----------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------|
| S1 · Herb-roasted potatoes<br>Monday · dinner · 4 sides                                                                                | MC1 · Salmon puttanesca<br>Monday · dinner · 4 portions                                              |
| S2-SA · Dry basmati rice<br>Saturday · dinner · 4 sides                                                                                | MC1 · Raw salmon<br>Monday · dinner · For the same 4 MC1 portions; not extra.                        |
| S2-SU · Dry basmati rice<br>Sunday · dinner · 4 sides                                                                                  | MC1 · Puttanesca sauce<br>Monday · dinner · For the same 4 MC1 portions; not extra.                  |
| S2-TU · Dry basmati rice<br>Tuesday · dinner · 4 sides                                                                                 | MC2 · Roasted cauliflower, tahini and chickpeas<br>Tuesday · lunch · 4 portions                      |
| S3-MO · Green salad<br>Monday · dinner · 4 sides                                                                                       | MC2 · Roasted cauliflower and chickpeas<br>Tuesday · lunch · For the same 4 MC2 portions; not extra. |
| S3-TU · Green salad<br>Tuesday · lunch · 4 sides                                                                                       | MC2 · Tahini and lemon sauce<br>Tuesday · lunch · For the same 4 MC2 portions; not extra.            |
| S4-TH · Roasted seasonal vegetables<br>Thursday · dinner · 4 sides                                                                     | MC3 · Turkey meatballs, peas and lemon<br>Tuesday · dinner · 4 portions                              |
| S5-FR · Sweet potato purée<br>Friday · lunch · 4 sides                                                                                 | MC4 · Vegetable, spinach and ricotta lasagne<br>Wednesday · dinner · 4 portions                      |
| S5-SA · Sweet potato purée<br>Saturday · lunch · 4 sides                                                                               | MC5 · White bean, asparagus and spinach ragù<br>Thursday · lunch · 4 portions                        |
| S5-TH · Sweet potato purée<br>Thursday · lunch · 4 sides                                                                               | MC6 · Lemon chicken with artichokes, olives and oregano<br>Thursday · dinner · 4 portions            |
| <b>Example: S2-SU</b><br>S = side; 2 = basmati rice.<br>SU = Sunday.<br>Dry basmati rice · 4 sides.<br>Sunday · dinner. Cook that day. |                                                                                                      |
| <b>Days on the labels</b><br>MO Monday · TU Tuesday · WE Wednesday<br>TH Thursday · FR Friday<br>SA Saturday · SU Sunday               |                                                                                                      |
| <b>Components of the same dish</b><br>The salmon and sauce form the same 4 portions of MC1. Separate components do not add portions.   |                                                                                                      |
|                                                                                                                                        | MC7 · Lentils with fennel and Parmesan<br>Friday · lunch · 4 portions                                |
|                                                                                                                                        | MC8 · Baked aubergines with tomato, ricotta and basil<br>Saturday · lunch · 4 portions               |
|                                                                                                                                        | MC9 · Fish stew with fennel and saffron<br>Saturday · dinner · 4 portions                            |
|                                                                                                                                        | MC10 · Beef stew with pumpkin, carrot and peas<br>Sunday · dinner · 4 portions                       |