

Green College Common Kitchen Handbook

Revised August 2022

Table of Contents

1.0 ABOUT THE COMMON KITCHEN	1
1.1 WHO CAN USE THE COMMON KITCHEN?	1
1.2 FACILITIES	1
1.3 PROVIDED SUPPLIES	1
2.0 USE OF THE KITCHEN FACILITIES	2
2.1 GENERAL RESPONSIBILITIES	2
2.2 USE AND CARE OF SPECIFIC FACILITIES	2
2.2.1 <i>Sinks and Dish Rack</i>	2
2.2.2 <i>Stoves</i>	3
2.2.3 <i>Refrigerators</i>	3
2.2.4 <i>Dishes and Cutlery</i>	3
2.2.5 <i>Dishwasher</i>	3
2.2.6 <i>Garbage, Recycling, and Compost</i>	3
2.3 USE AND CARE OF KITCHENWARE	4
2.4 COMMON FOOD	4
2.5 ELECTRICAL OUTLETS	4
3.0 CLEANING DUTIES	4
3.1 DAILY TASKS	5
3.2 FRIDGE TASKS	5
3.3 MISSED CLEANING DUTIES	6
3.4 OPTING OUT OF CLEANING DUTIES	6
4.0 COMMON KITCHEN COMMITTEE	7
5.0 GUIDELINES FOR USE OF THE LAUNDRY FACILITIES	7

1.0 About the Common Kitchen

The Common Kitchen (CK) constitutes one of the most important shared resources at Green College. In order to ensure that the CK remains a clean, well-stocked, and positive space, all residents who use the CK are responsible for following the guidelines described in this document.

1.1 Who Can Use the Common Kitchen?

Resident members of Green College who wish to use the CK must attend a mandatory orientation session hosted by a member of the CK Committee. These sessions will mainly occur during Welcome Month in September, but can occur at any time should a resident decide to opt back into using the facilities (see section 3.4 for opting out of using the CK). All resident members who use the CK must contribute to its cleaning by being a part of the cleaning roster (see sections 3.1 and 3.2 for CK cleaning duties).

1.2 Facilities

The CK building houses both a kitchen and a laundry room. The kitchen contains two ovens and cooking ranges, three sinks, three refrigerators and attached freezers, a stand-up freezer, a dining table and chairs, and a variety of cooking implements including pots and pans, small appliances, utensils, dishes, mugs, and silverware. Food stored in the CK belongs to individual residents unless residents explicitly choose to give away extra food (for more information, see section 2.2). The laundry room contains card-operated washers and dryers, a sink, a table, and common supplies including ironing boards and irons, drying racks, vacuum cleaners, and brooms.

1.3 Provided Supplies

The CK Committee stocks certain supplies including dish soap, sponges or dish rags, dishwasher detergent, stove top cleaner, masking tape, sharpies, dry erase markers, aluminum foil, parchment paper, plastic wrap, and towels. Aluminum foil, parchment paper, and plastic wrap can be found in the bottom drawer next to the sink by the window. Cleaning supplies can be found under the sinks, and labelling supplies can be found in the basket on the table. If any of these supplies is missing or runs out, resident members are to e-mail the CK Committee or fill out the CK Suggestion Box Form so they can be replaced.

2.0 Use of the Kitchen Facilities

The CK facilities are for all residents to use once they have attended an orientation session. This section outlines the general responsibilities of residents as well as the use and care of specific equipment in the CK.

2.1 General Responsibilities

All residents who use the CK must:

- Wash, dry, and put away all dishes they use
- Clean all the kitchen items and surfaces they use, including appliances, counter space, and table space
- Treat kitchen items with care, avoiding unnecessary damage. See sections 2.2 and 2.3 for particular suggestions
- Label all personal food with a name and a date with which the food may be tossed (within a reasonable timeframe), store it properly, and keep track of it
- Dispose of their own personal food if it is expired or old
- Respect all personal food stored in the CK
- Not take kitchenware out of the CK
- Not take dishes from the Dining Hall to the CK, and never leave Dining Hall dishes in the CK
- Not deposit garbage, recyclables, or compost in the CK receptacles unless the waste was generated through the use of the CK
- Contribute to a friendly and welcoming kitchen atmosphere

2.2 Use and Care of Specific Facilities

Certain facilities in the CK require special care as they get used often and can be prone to abuse.

2.2.1 Sinks and Dish Rack

The sink closest to the laundry room is the primary sink to be used for washing dishes. The other two sinks are to be used for food preparation, as the area around the stoves becomes crowded when many people are using the CK. The small sink behind the stove should never be used to wash dishes, and the sink underneath the window should only be used for washing dishes if the other sink is being used. Sink strainers should be used to avoid clogging the drains and any food deposited into the basin should be disposed of in the compost bins. The dish rack should only be used for CK dishes and is *not* to be used for personal Tupperware or meal boxes as these take up too much space. Residents are also encouraged to not leave

sharp knives on the dish rack as they can be a hazard to other residents taking dishes from the dish rack. Knives should be dried with a dish towel and placed back in the knife block.

2.2.2 Stoves

The stove tops should be kept free of clutter to prevent items from catching fire or melting when the element is turned on. Any splatter or mess generated while cooking should be cleaned up as soon as the stovetop has cooled down. Stove top cleaner (see section 1.3) should be used to wipe the stove top clean after use. Residents are encouraged to refrain from using sharp objects near the stovetops to prevent scratching the surface and to refrain from banging items on them as they are fragile and may crack.

2.2.3 Refrigerators

The refrigerators located in the CK, as well as the standup freezer near the door, are for personal food items only. Residents must label their food items with their name and the date using the provided masking tape and sharpies (see section 1.3). Residents are encouraged to ensure the doors are closed and sealed properly. These refrigerators get cleaned once a week, and any expired or unlabelled food may be thrown out (see section 3.2 for more information). **Residents are allowed no more than six items in the freezer spaces and are encouraged to keep other frozen items in their personal fridges/freezers when possible.** If a resident exceeds this amount, their food may be thrown.

2.2.4 Dishes and Cutlery

Dishes and cutlery that belong to the CK are *not* to leave the CK. In particular, residents may not take CK dishes and cutlery to their rooms and should *not* return any CK dishes or cutlery to the Dining Hall. It is not the job of the Green College Dining Society (GCDS) staff to wash the CK dishes; consequently, these dishes often do not make it back to the CK. Likewise, GCDS dishes should be returned to the Dining Hall and *not* to the CK.

2.2.5 Dishwasher

The dishwasher should only be used when there are enough dishes to fill it up and turn it on right away (i.e., following a communal dinner in the CK). This is to reduce the chance that someone may want to use an item that is waiting to be washed in the dishwasher. Dishwasher detergent can be found in the cupboard under the sink next to the dishwasher. Furthermore, the dishwasher should *not* be overfilled. It should be filled using the prongs provided such that dishes are in a position in which they will get properly washed.

2.2.6 Garbage, Recycling, and Compost

Garbage, recycling, and compost should be sorted into the appropriate bins in the CK. The CK Committee and/or the Sustainability Committee may run trash sorting workshops as deemed necessary throughout the year, and either committee may make these workshops mandatory for all CK users, all residents, or particular individuals. Bins located in the CK are only for waste generated in the CK. Waste generated in residents' rooms should be disposed of in the dumpsters by the patio.

2.3 Use and Care of Kitchenware

Drying Cutting Boards: Do not put away wet cutting boards as this will damage the wood where the cutting boards are kept.

Cleaning Hot Pans: Do not rinse hot pans with cold water as this warps the pans so that they no longer sit flat on the stovetop. Wait until pans cool before cleaning them.

Cooking with Non-stick Pans: Do not use implements that may scratch the non-stick surface of the pan, such as metal cutlery.

Sink Strainers: Use sink strainers when washing dishes to prevent the drains from clogging. Dispose of any food left in the sink into the compost bins.

2.4 Common Food

Spices, liquids, and other low-use cooking materials may be left on the open shelves across from the stoves; if these are not labelled, they are considered common and may be used by any resident. Small, perishable cooking materials such as condiments may be labelled as common with masking tape and can be left in any fridge. Residents are *not* allowed to leave unlabelled food in any of the fridges, as these items are often overlooked and rot in the fridges over time when people do not claim responsibility for them. If residents would like to donate food or leftovers to fellow Greenies, the CK Committee asks that they send out a message over Green Chat informing residents that there are free items in the CK **and** identify where the items are located. If these items are not claimed within two days, they will be thrown out. Unlabelled items in the CK are subject to being thrown out during weekly fridge cleanings at the cleaners' discretion.

2.5 Electrical Outlets

If the concurrent use of multiple electrical appliances trips a circuit breaker, the breaker should be reset. The circuit box is located on the laundry room wall between the dryers and the door to the kitchen. Switches in the “on” position point toward the center of the box; a tripped switch should be switched entirely off and then returned to the “on” position.

3.0 Cleaning Duties

In addition to the guidelines listed above, all residents who use the CK participate in a rotating cleaning duty roster. Every day, a pair of residents is assigned to complete a specific set of cleaning tasks that include cleaning counters and appliances, taking out the garbage, and cleaning the refrigerators (see section 3.1). The roster is posted on the corkboard in the CK and is e-mailed to residents at the start of each roster cycle. Task description sheets are located in the CK. **It is the responsibility of each resident to ensure the CK is clean on their assigned date** and to coordinate with their partner to achieve this goal. Residents can either choose a cleaning partner or be assigned a random partner.

The buddy system is meant to create a sense of accountability to a fellow resident for the cleaning of the CK (i.e., you do not want to be the one always forcing your partner to do all the cleaning!). It does not mean that each resident is responsible for only half of the cleaning tasks; rather, the pair is collectively responsible for the entire job. Pairs may decide to clean together or separately, and to share the work at their own discretion, **as long as all the assigned cleaning tasks are completed**. Residents can let their cleaning partners know which duties they have completed by checking off the boxes on the laminated sheets on the refrigerators. If one or both of the residents are unavailable that day, it is their responsibility to find another resident or residents to switch duties with.

The CK Committee has also created a Point System in order to keep track of how many cleaning tasks were (or were not) completed during a pairs’ rotation. Should this system be implemented, residents will obtain or lose points based on which cleaning tasks were or were not completed; residents are asked under this system to send an e-mail to the CK Committee following the completion of their daily cleaning, and a member of the CK Committee will confirm that the cleaning was completed. Each task has a point value, and failure to complete a task results in a loss of those points. At the end of each month, residents with the lowest number of points will be selected to participate in a monthly deep clean of the CK, supervised and aided by members of the CK Committee. These cleanings are not optional, and failure to show up for deep cleanings may result in loss of CK privileges or other repercussions as decided by the CK Committee. If all CK users

meet a particular point threshold, the CK Committee will perform the monthly deep cleaning tasks themselves. Residents may also lose points if they are found to be taking items from the CK without returning them, or for leaving messes in the CK after cooking.

For regular cleaning duties, residents are assigned either daily tasks or weekly fridge tasks.

3.1 Daily Tasks

- Wipe the table and counters
- Clean the stove tops (cleaner is under the sink) with a soft sponge
- Clean the sinks
- Take the dried dishes out of the drainer **and wash the dish rack**
- Clean the microwave; wipe the inside and front of the microwave
- Refill soap containers using dish soap found underneath the sinks
- If the trash and/or recycling bins are full, remove them and empty them at the dumpster area
- Empty the compost (found in two bins set into the counter under the windows facing Graham House) into the green compost bin outside the CK
 - **If the compost bin outside of the CK is full, take it to the dumpster area and bring an empty one back up**
- Return any items that belong to the GCDS to the Dining Hall
- Check the dishwasher for clean dishes to be put away
- Use the dry erase markers to check the boxes of completed items on the lists
- **Sign the roster to confirm that you've completed the job; if the Point System is in effect, send an e-mail to the CK Committee to confirm completion of cleaning**

3.2 Weekly Fridge Tasks

- Must be done by the end of the weekend, *before* the upcoming Monday
- Clean all fridges
 - Take out all the food and wipe the inside of the fridge
 - Go through the items of the fridge, verifying they are labelled with a name and date, and dispose of food that has gone bad
 - If items are not labelled, you may throw them out *or* send a message via Green Chat with a photo attached to ask residents to come label the items
 - If food is moldy or clearly bad, these items may be tossed regardless of labels and dates
- Use the dry erase markers to check the boxes of completed items on the lists

- **Sign the roster to confirm that you've completed the job; if the Point System is in effect, send an e-mail to the CK Committee to confirm completion of these tasks**

3.3 Missed Cleaning Duties

If you miss a scheduled CK cleaning duty, you will be assigned to assist the CK Committee with the deep monthly cleaning of the CK. If the Point System is in effect, you will instead lose your points for the day, which may also result in having to assist with monthly cleaning tasks.

3.4 Opting Out of Cleaning Duties

Residents who never store, prepare, or eat food in the CK may choose to opt out of the cleaning duty roster by informing the Co-chairs of the CK Committee. However, if a resident is seen storing, preparing, or eating food in the CK who has opted out of using the space, they may be added to the cleaning roster by the CK Committee and must comply with the rules as outlined above.

4.0 Common Kitchen Committee

The CK Committee exists for the purpose of coordinating the CK as a hygienic and safe shared space. It is a special purpose Green College committee composed of resident volunteers.

Among the duties that the CK Committee fulfills are:

- Holding mandatory orientation sessions for residents who want to use the CK
- Managing the cleaning roster, including the e-mail reminder system
- Stocking the CK with supplies (see section 1.3)
- Washing the dish towels every week
- Carrying out an inventory of the kitchen resources annually, removing items that are no longer usable, and replacing lost or broken items
- Supporting activities that promote the development of an inclusive, health-conscious, and self-governing kitchen community
- Ensuring that residents are well informed about the guidelines for kitchen use
- Encouraging compliance with the guidelines in a positive, constructive manner
- Annually updating the guidelines described in this document

5.0 Guidelines for Use of the Laundry Facilities

The following guidelines apply to the use of the laundry room:

- If a washer or dryer has finished running and the clothes have not yet been removed, a resident waiting to use the machine may respectfully move the clothes. If possible, move clothes from a washer to an empty dryer, and from a dryer to a *clean, dry location* within the laundry facility. If you do not know who the laundry belongs to, it is common practice to send an e-mail via Green Chat informing residents that you have moved someone's laundry
- Laundry supplies, like detergent, left in the laundry room are personal property and should be labelled so that they are not used by anyone else; communal laundry detergent is sometimes purchased by the Sustainability Committee, and residents wishing to use this detergent must opt in and pay the amount assigned by the Sustainability Committee *prior* to using that resource
- Unwanted clothing items that are in good condition can be left in the designated box to be donated
- Lost socks found in the washers and dryers should be deposited in the sock box