

Green College Common Kitchen Handbook

Revised August 2017

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 Sinks and Dish Rack.....	2
2.2.2 Stoves.....	3
2.2.3 Refrigerators.....	3
2.2.4 Dishes and Cutlery	3
2.2.5 Dishwasher.....	3
2.2.6 Garbage, Recycling, and Compost.....	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, laundry card add money station, 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, dishwasher detergent, stovetop cleaner, masking tape, sharpies, dry erase markers, aluminum foil, parchment paper, plastic wrap, washcloths, and towels. Aluminum foil, parchment paper, and plastic wrap can be found in the 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 inform the Chair of the CK Committee 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 the date, 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 only 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. 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 stovetops should be kept free of clutter to prevent items from catching on 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. Stovetop cleaner (see section 1.3) should be used to wipe the stovetop 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 two grey refrigerators near the back of 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). The white refrigerator near the door is to be used for common food and meal boxes only (see section 2.3 for more information). 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 is thrown out (see section 3.2 for more information).

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 (ex. 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 pods and Rinse Aid 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. Flip the sign to CLEAN once the dishwasher is turned on.

2.2.6 Garbage, Recycling, and Compost

Garbage, recycling, and compost should be sorted into the appropriate bins in the CK. Nevertheless, these bins 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

Residents may leave food for common use in one of several designated areas in the kitchen. Small amounts of food can be left on the dining table, and should be labelled as common. Spices, liquids, and other low-use cooking materials can be left in the racks on the wall across from the stoves. Small, perishable cooking materials such as condiments should be labelled as common and left in the common fridge by the door. All other common food may be placed in the common food cupboard beside the dishwasher. Residents should assume that all food that is not in one of these locations or not labelled as common is **not being given away and should not be taken.**

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 emailed to residents at the start of each roster cycle. Task descriptions are on the refrigerators. **It is the responsibility of each resident to ensure the CK is clean on his or her 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.

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

3.1 Daily Tasks

- Wipe the table and counters. Remove any food: place labelled personal or common food in cabinets or refrigerators and throw away any food that is expired
- Clean the stovetops (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
- Check the soap containers; refill if needed with soap from under the sink
- 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
- Return any items that belong to the GCDS to the Dining Hall
- Empty and fill the dishwasher with any stray dishes. If it needs to be run, add a detergent pod and Rinse Aid (in the cupboard to the left of the dishwasher), and change the sign on the front to CLEAN
- 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**

3.2 Fridge Tasks

- Must be done by the end of the weekend
- Clean the white fridge by the entrance to the CK

- Take out all the food and wipe the inside of the fridge
- Go through the items of the fridge, verifying the expiration date and dispose of food that has gone bad
- Clean both grey fridges (personal food 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 no name, put items in the common fridge
- 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**

3.3 Missed Cleaning Duties

If you miss a scheduled CK cleaning duty, please request a make-up duty. If no additional make-up duty is arranged, you will be assigned an additional duty on the following roster to make up for your missed duty.

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 Chair of the CK Committee.

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
- Deep cleaning the CK two times every semester
- 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 email 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; only items that are unlabelled are meant to be given away
- Unwanted clothing 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