

# Kitchen Use Policy



## Scheduling

- Academics have scheduling priority.
- Since TOB operates 3 times daily, TOB will surrender the lunch-hour slot to other user groups for fund-raising or school-wide events upon request.
- Reserve date & time on Calendar posted on kitchen door.
- Advisor must initial to ensure reservation.
- Students must have an adult present for kitchen use. (This includes during dances)
- Advisor must sign off on closing check-list and Log Book.

## During

- Wash hands.
- Sign in to the Kitchen Log Book (located in Parent Group drawer next to Refrigerator #1)
- Turn on hood fans if using stoves.
- Do not place any items on stovetops.
- No prep-work on stovetops.
- Refrigerator #2 is for TOB use.
- Refrigerator #1 is shared by all other groups & community. If you wish to reserve products purchased for your group, make sure to label & date. Any unlabeled products are available for community use. Pens & labels for this purpose can be found in the Parent Group drawer to the left of Refrigerator #1. Be sure to use the items you reserve, or remove labels to donate to community use. Kitchen Police will clean out the refrigerator at the end of each month. Any unlabeled or out-of-date items will be donated or otherwise disposed of.
- All Kaladi logo paper-goods as well as other products in the TOB cupboards & drawers are purchased by and for TOB use.
- Unmarked paper-goods and other products are available for community use. If you purchase products for your group, please mark them accordingly, and, after your event, consider adding them to the community supply.
- Any group sponsoring a dance or other evening activity, may contract with TOB to operate the cafe, or their concessions for a flat fee, a percentage, or as a donation. Contact the TOB advisor to negotiate services and terms.

## Closing

- Wash dishes.
- Put everything back where you found it.
- Wipe down countertops, cupboard doors, and stove-tops.
- Sweep.
- Empty trash & recycling.
- Turn off hood fan & lights.
- Verify check-list and sign out of Log Book.
- Lock up.

## Safety Procedures

### Outside User Groups