

Center for Religious and Spiritual Life Kitchen Use Guidelines

The Center's kitchen is open to students, student organizations, faculty and staff; and used during public events such as weddings, meetings, and memorial services. The Center for Religious and Spiritual Life welcomes individuals and groups to use the kitchen for food preparation. Because a number of different people use our facility, it is important that all groups adhere to guidelines that will help the Center maintain a safe, healthy and clean kitchen facility.

Cleanliness - All kitchen users are responsible for maintaining clean kitchen surfaces. We provide sponges and dish washing liquid for your use. When you have finished using the kitchen, we ask that you remove remaining food or dishes from the sink. Please use the dishwasher to clean dishes. (Dishwasher instructions are on the wall above the machine.) The broom and dustpan are kept next to the refrigerator.

Appliances - The kitchen consists of an electric stove and oven, oven fan, a refrigerator, toaster oven, microwave, garbage disposal, and dishwasher. **For safety reasons, please remain in the kitchen while appliances are being operated.** Turn on the fan whenever you use the stove top in order to avoid setting off the smoke alarm. When you are finished using an appliance, remember to wipe it down.

Kitchen Utensils, Pots and Wares - Dishes and pots are kept in the pantry and should be stacked in an orderly and safe fashion. Pots can be placed on the hangers in the pantry as appropriate. Each of the kitchen drawers are labeled for quick retrieval or return of kitchen utensils. We ask that you **not** borrow or remove any dishes, containers, utensils, pots or pans from the Center.

Cabinets -The kitchen is stocked with a variety of different seasonings which you are welcome to use. We ask that you put them back in the same cabinet after you use them. All other items in the kitchen should be returned to their respective cabinet after use.

Food Safety -Users are expected to practice safe food handling procedures at all times. Washing your hands before, during and after food preparation is the most important food safety precaution. Please clean up any spills immediately to prevent accidents. We have a selection of cutting boards that should be used for cutting or chopping foods. Never use the counter space for cutting purposes or to hold hot containers. Kitchen mitts are stored in the kitchen drawers. Because there is limited refrigeration space, we ask that you not store any leftovers or cooking items in the refrigerator. Table clothes, aprons and kitchen clothes can be found in the built-in cabinet in Bodman adjacent to the swinging kitchen door.

Food Waste – To assist in pest control, all kitchen users are asked to put food waste in the trash receptacles in the kitchen. The plastic bag should then be removed and placed in the outside tote in the rear of the Chapel building.

Food Recovery – Leftover food from meal preparation and/or programming should be removed from the Chapel kitchen after use of the facility. The chapel is committed to “recovering” food whenever possible for city programs serving the hungry. To donate leftover food, contact the CRSL to make arrangements.

Emergencies - If the fire alarm goes off due to excess heat or smoke (something burning on the stove or in another appliance), the fire alarm will sound and the Fire Department will arrive to assess damage. Please **do not** attempt to silence the alarm.

First Aid kit – A first aid kit is available and located in Room B8 of the Center (on the shelf above the file cabinets on the right).

Possible Consequences for misuse of space 1) Individual and group privileges will be suspended pending evaluation by CRSL staff 2) Fines for missing and/or damaged goods/equipment/etc...will be incurred. 3) Verbal warning from CRSL director and/or note in student residential life file will be rendered.

For more information contact Kim Alston (ext. 2753 or kalston@smith.edu) or Maureen Raucher (ext. 2754 or mraucher@smith.edu).

Please sign below, acknowledging that you have read and understand the above kitchen use guidelines.

Signature

Print name

Date