

# Kitchen Clean Up

November 6, 2019

2+ people

After service, during coffee hour

- Clear community room
- Gather and stow refreshment supplies
- Wash dishes
- Do laundry (at home)
- Confirm building lockup

## 1. Tour the kitchen

- a. Notice the labels on drawers and cupboards to see where stuff goes.
- b. Most UFP supplies go in UFP pantry, or in the cupboards at the end of the kitchen nearest the pantry.

## 2. Washing up

### a. Dishwasher

- i. Find instructions posted by the dishwasher.
- ii. Position the filter & drain plug. Start the dish washer right away.
- iii. Wait for "READY" and wash on Cycle 2. No need to add soap.
- iv. Wash plastic cups on tray with 'spikes' for stability.
- v. After washing, move loaded tray to a towel on the centre work counter. Immediately invert all cups, etc. and they will air-dry.
- vi. To shut down dish washer, press "OFF" & remove filter basket and plug.

### b. Hand washing of dishes

- i. Use the sinks near the pantry
- ii. Hand wash anything too big for the dish washer

### c. Waste disposal

- i. **Garbage:** in bin near centre work counter
- ii. **Compost:** small green compost can is in the pantry or on a counter
- iii. Use blue bins for **recyclables** (on the floor, near kitchen entrance)

### **3. Clear the community room**

- a. Gather everything off the serving tables
- b. Pour juices & milk/cream back into containers in the frig, or dispose.
- c. Table cloths – if they're soiled, add them to the laundry pile. If clean, fold & hang on hangers behind the pantry door
- d. Inspire people to stow the tables in the storage room & the chairs in stacks by the wall
- e. Move refreshments Donation Can to bottom drawer near kitchen entrance

### **4. Laundry**

- a. Bring home used dish cloths, dish towels, & table cloths
- b. Launder in hot water & return promptly to the kitchen

### **5. Before you leave**

- a. Turn off dishwasher
- b. Empty the compost into the bin outside the back door, thru the pantry.  
(Prop the door open so you're not locked out!)
- c. Turn lights off
- d. Close the window blinds
- e. Confirm with Service Co-Leader about locking all outside doors