

Green College Common Kitchen Handbook

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1.0 About the Common Kitchen

The Common Kitchen (CK) is one of the most important shared resources at Green College. To ensure that it remains a clean, well-stocked, and positive space, all residents who use it 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 at the discretion and timing of the CK Committee, depending on capacity, adherence to guidebook rules, and state of the CK. 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, including those residents who may enter Green College at any point in the year (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). For those who do not opt-in to using the CK, but participates in events held in the CK, are also responsible for cleaning and adhering to the rules of the CK. Furthermore, if guests of a resident utilize the CK under their supervision, the resident is held responsible to ensure the CK is cleaned and rules are adhered to during their visit.

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. An additional fridge is located in the basement of Graham House that also includes a freezer.

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 to the

left of 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 email the CK Committee or fill out the CK Suggestion Box Form so they can be replaced.

2.0 Use of the Kitchen Facilities

Once residents have attended an orientation session, they can use the CK facilities. This section outlines their general responsibilities and 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, particularly larger items like pots and pans
- Clean all the kitchen items and surfaces they use, including appliances, counter space, and table space, ensuring no messes are left unattended
- 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 by 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
- Do not take kitchenware out of the CK
- Do 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
- Be mindful of CK users with allergies, and ensure that items and areas that have been used to prepare an allergen have been thoroughly cleaned¹
- 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.

¹ The CK Committee cannot guarantee that any space within the CK is safe from a resident's particular allergen due to number of residents using the CK.

2.2.1 Sinks and Dish Rack

The sink in between the two large fridges is only for food preparation and will not be used for cleaning activities. The other two sinks have the primary use of cleaning activities. The 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 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 not to 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. Stovetop cleaner (see section 1.3) should be used to clean the stovetop 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 correctly. 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. Pans and pots, which are high-use items, must be cleaned, dried, and put away after use.

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 reduces the chance that someone may want to use an item 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 so 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 they are kept.

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

Cooking with Non-stick Pans: Do not use implements that may scratch the pan's non-stick surface, 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 are assigned to complete a specific set of cleaning tasks, including 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. **Each resident is responsible for ensuring the CK is clean on their assigned date and coordinating** 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 cleaning 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; instead, 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 residents are unavailable that day, they must find another resident or residents to switch duties with.

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

When an email is sent to the CK inbox, a confirmation email will be sent within 48 hours to confirm said cleaning was noted.

3.1 Daily Tasks

- Spray and wipe the table and counters
- Clean the stovetops (cleaner is under the window sink)
- Clean the sinks (empty the food trap, remove all dirty dishes, spray and wipe the sink clean)
- Take the dried dishes out of the dish rack **and wash the dish rack**
- Clean the microwave (wipe the inside and front of the microwave)
- **Refill the dish soap containers** using soap located underneath the window sink
- **If the trash and recycling bins are full, take them to the dumpster area and empty them (do NOT place plastic bags into the recycling dumpsters)**
- Empty the compost (found in two bins set into the counter under the window sink facing Graham House) into the green compost bin outside the CK.
 - **If the outdoor compost bin is full, take it to the dumpster area and bring a new one back**
- Return any items that belong to GCDS to the Dining Hall
- Check the dishwasher for dirty dishes and run if full (tablets are under the sink next to the dishwasher). If not full, remove and wash by hand.
- Sweep the floor
- **Sign the roster to confirm that you've completed the job; 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 label the items
 - If food is mouldy 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; send an email 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 or to a makeup cleaning which will be added to the next month's roster.

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 who has opted out of using the space is seen storing, preparing, or eating food in the CK, the CK Committee may add them to the cleaning roster and require them to 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 if not done by the cleaning staff
- 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. 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, sending an email via Green Chat informing residents that you have moved someone's laundry is common practice.
- 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 in the washers and dryers should be deposited in the sock box.