

Common House Kitchen Guidelines

Introduced [6-27-2015](#), approved [7-13-2015](#)

Overview

The common house (CH) kitchen is a large investment on the part of our community and also has the potential to be a dangerous area of the CH. Since our priority is the safety of all members of our community, as well as our equipment, we have the following guidelines.

We expect every community member and their guests to treat this equipment and this facility with care and respect.

Parents are responsible for educating their children that:

- The kitchen is not a play area.
- The food in the kitchen is not for general consumption unless otherwise labeled.
- Children may only be in the kitchen if they are specifically invited in and will be supervised by an adult taking responsibility.

Please leave the kitchen cleaner than you found it.

And let's have fun, and make and eat delicious food together!

Safety considerations

- If you leave the kitchen while something is cooking in the oven or on a burner, please take precautions to warn others by placing a barrier in the entrances to the kitchen and leaving a note.
- Leave pots with hot stuff on back, not front burners.
- Do not move the baking soda away from the stove; it is there in case of fire.
- Sharp knives should never be left unattended nor placed in sudsy water.

If you have to leave before completely cleaning up, please leave a message about when you will return (with your phone number).

Please sign out any borrowed items and return them as soon as you can.

Please report anything odd, such as strange noises, smells, or broken items, to designated repair person.

The CH refrigerator is to be used for staples and community meals. Please distribute leftovers rather than store them here.

See separate doc for job responsibilities for head cook, assistant cooks and cleaners.

Basic Sanitation Rules

1. If you might be sick, keep the community healthy by going home.
2. Wash your hands often, the old fashioned way: with soap and hot water.
3. Completely cover all cuts; no blood!
4. When tasting, please use spoons only once.
5. Avoid cross-contamination (allergens/bacteria) by using different utensils for different items.
6. Everything that touches raw meat should not be used for anything else until thoroughly washed and sanitized.
7. Use the appropriately colored cutting board for different food categories.
8. Be aware that sinks can harbor bacteria; colanders are recommended for cleaning produce that will be served raw.
9. Foods stay safe when they are thoroughly chilled or thoroughly heated. Details can be found at [\(link\)](#).

Staples Guidelines

Staples will be bought with the intention of being used for CH meals.

When buying staples, we will take into consideration the following factors: non-GMO, organic, fair trade/labor practices, dietary preference, shelf life and affordability.

Staples will be paid for via a surcharge on CH meals, which will be used to buy new inventory. Head cooks are expected to use the staples to rotate inventory and to keep their meal costs down.

Therefore, please refrain from using staples for personal use. If absolutely necessary:

- Replace item for item.
- If this is not possible, please generously contribute to the kitchen staples fund.

If you notice that we are running low on an item, please write it on the clipboard designated for this purpose.

Kitchen coordinator is responsible for checking the list and the pantry weekly and shopping as needed. Every effort will be made to replace staples as we run out.

If you need a staple item to cook for an official meal and notice it is not there, please buy it for us and submit a separate receipt for reimbursement.

A specific list of staples will be maintained by the meals committee.

Other items, including bottled salad dressings, need to be bought by head cooks.

Documents to reference when revising (noted Jan 2018):

- [Cooking job responsibilities](#) (Head Cook, Assistant Cook & Cleaner)
- [Checklist for cleaning CH, documentation](#)
- [Composting](#) guidelines
- Fall 2017 [cooks](#) and [cleaners](#) meetings