

Subject:	Kitchen	
Effective:	8/7/2012	Procedure
Update:		
Reference:		

PURPOSE

To describe the procedure for use and maintenance of the Dispatch Center kitchen.

PROCEDURE

1. Use of kitchen
 - a. The kitchen is to be used for the preparation of and/or consumption of food.
 - b. The kitchen has an alternative function of employee break room.
 - c. No activity will take place in the kitchen/break room that would make another employee feel uncomfortable.

2. Housekeeping
 - a. All employees are responsible for cleaning up after themselves.
 - b. Dirty items should not be left in the sink. The sink should be rinsed out of food debris after use. All cups, plates, glasses, etc. will be placed in the cabinets.
 - c. Tables and counters should be wiped after each use.
 - d. Kitchen drawers and cupboards are for communal use; no personal items should be stored in them.
 - e. All personal dishes should be placed in the respective employee locker.
 - f. The microwave and toaster will be cleaned after each use.
 - g. All trash should be placed in the trash can in the kitchen.
 - h. If it is full, the trash should be taken to the janitor's closet and a new bag placed in the trash can.
 - i. Trash should not be left on the floor or on top of the trash can.
 - j. Bags of trash from the consoles should be deposited in the trash can in the janitor's closet.

3. Refrigerators and Freezers
 - a. Refrigerators/freezers shall be kept clean and orderly.
 - b. Anything placed in the refrigerators/freezers will be labeled with the employee's body number unless it is a communal item (i.e., ice cream).
 - c. On the employee's last working day of the week, all food and beverages in the refrigerators/freezers (except for condiments no larger than 18 oz., limit four) will be taken home, discarded, or placed in the employee's food locker (if unopened and not perishable). Any items left may be discarded.

4. Coffee Maker

- a. The coffee maker will be kept in the kitchen at all times.
- b. The coffee maker and pots will be cleaned each day.
- c. The last employee to use the coffee maker/pot is responsible for cleaning it.

5. Food Lockers

- a. Personal food items that do not need to be refrigerated must be kept in the individual's assigned food locker. If the item is too large for the food locker, it may be stored in the cupboard beneath the food lockers, but **only** for the duration of the employee's work week.
- b. All food must be contained in sealed and/or airtight containers in order to deter pests and fruit flies.