

Basic Rules for Kitchen Use

I. Garbage

- Please empty all garbage cans and replace bags. Blue garbage cans are in the back room to the left of the stage. Garbage bags are available in the middle drawer in the cabinet by the back door next to the ice maker.
- Do not put liquid waste in the garbage bags. A large, grey, plastic bussing bin, located on the top of the refrigerator, is there for your use.
- Do not overfill garbage bags so they are too heavy to handle.
- Garbage bags should be tied tightly and placed in the plastic bins on the northeast corner of the verandah.

IF the bins on the verandah are full, we have no other choice but to leave the bags tied up inside the kitchen by the door to the verandah. They cannot be left exposed to animals outside.

IF they are out of the cans and left by the door, the maintenance people will take care of them in the morning.

II. Cleanliness 101

- Use the plastic food service gloves provided in the drawer next to the refrigerator when handling and serving food.
- Wipe down all counters, cabinets, carts, stove and microwave with *Clorox Clean-up* located under the sink.
- **Dry** ice buckets and coolers thoroughly before storing. Important! – They mildew very quickly. If you leave the coolers open overnight to dry, please return the next morning to put them back in the overhead cabinet behind the stage. Do not leave them on the kitchen counters or on the carts. Please return them to the cabinet – which is always open.
- If you want to borrow coolers for home use, please check with Janet Daly that they are available.
- If ice buckets are left to air dry overnight, please return the next morning to put them away.
- If using the ovens, please be sure to clean the drip pans on the bottom. They are removable for easy cleaning in the sink.
- If using the warmer, please wash and return all trays to slots.
- Mop up any wet or greasy spills in the kitchen or clubhouse. A sponge mop is located next to the refrigerator.
- **Very Important!** If you spill something on the floor in the Kitchen or Clubhouse, make people aware of the spill until you can clean it up. There is a yellow sandwich board “Caution Wet Floor” sign hanging next to the refrigerator. Place it over the spill immediately until it can be cleaned up or area is dry.
- Rinse sinks and remove any food particles or use the garbage disposal.

III. Miscellaneous

- When using utensils, etc. from kitchen drawers and cabinets, or using items from the back behind the stage, please return them where you found them, especially knives to the knife drawer. This may require one person overseeing the using and returning of items.
- Please collect all towels, dishcloths and potholders and wash, dry and return them to the drawer next to the sink by the next day.
- Paper towel rolls are available in the first long cabinet under the center counter behind the stove.
- Dish detergent and dish sponges are under the sink.
- Please be advised that items left in the refrigerator may disappear unless labeled. Items left will be discarded after a week.
- Please do not leave containers of leftover dressing, mayo, sauces, etc. or desserts in the refrigerator, unless labeled for a specific use in the future.
- A refrigerator key is available from Janet Daly to lock ½ of the refrigerator when needed to store items before an event.
- A freezer key is also available.
- The large white ice chest is available on request.

Please leave the kitchen cleaner than you found it!

Basic Rules for Clubhouse Use

- Please return tables and chairs to their original positions as you found them.
- Please return tables and chairs used from back room storage, stacked as indicated on the table dolly. Tables are stacked top to top, to avoid damage. The tables with the tape on the bottom cross-bar, stay on the clubhouse floor.
- The plastic chairs are stacked no more than 14 in a stack on the chair dollies (or they won't fit through the door). Please do not put stacked chairs between the wooden cabinets in the storage area.
- Please put away card tables, garbage cans, etc.
- Please sweep up obvious food and debris using the broom and dust pan by refrigerator.

This is your kitchen and clubhouse. These guidelines hope to assure that everyone who uses these facilities has a positive experience.

Thank you for your cooperation!