

ANGELA CENTER KITCHEN, PANTRY AND LAUNDRY ROOM USE INSTRUCTIONS

While using the Angela Center facilities, the following are things for which you are responsible:

Shoes are required at all times in the kitchen, dining and pantry areas.

THE KITCHEN: the overhead hood fan is to be turned on whenever the stove burner(s) are in use. If the grill is used please follow the cleaning instructions posted on the cupboard door to the left of the stove. The hand washing sink is to be used only for that purpose. **To prevent drains clogging or sewer backup, care should be taken to remove all debris before emptying the sink. Non-abrasive materials are to be used on metal and counter top surfaces.** Clean them with Soft Scrub and a soft dish cloth. Do not use scrub pads or metal scrubbers on the metal counters, sinks or formica counter tops. Dish cloths and towels are found in the cupboards in the dish washing pantry. **SPONGES ARE NEVER TO BE USED as the are not health department approved!!**

FLOORS: kitchen, dishwashing pantry, food pantry, laundry, lower hallway to the first office doorway are to be swept and wet mopped at least once a day, or more frequently if needed. **Mop handles** are in the broom closet just inside the Laundry Room. **Mop heads** are on the first shelf of the adjacent cupboard. The only product to be used on the floors is **Dazzle**, found on the bottom shelf of the first cupboard in the Laundry Room. Before mopping, the mop head should be rung out until almost dry. Applying too much water leaves floors streaked and increases drying time. Used mop heads should be removed from the mop handles and placed in the bucket beneath the Laundry Room utility sink for laundering. The mop bucket is to be emptied and is kept near the right of the ice machine.

RUBBER MATS: in the kitchen and dish washing pantry are to be washed, dried, and replaced on a daily basis. A detergent soap may be used on them, but they are to be washed outside on the patio near the Dining Room. They are not to be returned until thoroughly dry as to do so removes the floor finish. A **strong bristle brush** is found on the hook behind the door leading into the garage. Please return it to this location. ***All floors are to be cleaned and mopped before the mats are returned.***

GARBAGE: suitable for animal feed (pigs, chickens) may be saved in plastic buckets lined with plastic liners and left in the walk-in refrigerator. Except on weekends, they will be picked up on a daily basis. All other wet garbage is to be placed in plastic bags and disposed of in the dumpster on the edge of the staff parking lot.

RECYCLABLE MATERIALS: are to be placed in the recycling containers next to the loading dock. Boxes are to be broken down or cut and placed in the containers; bottles and cans emptied and washed out. A box cutter is located in the broom closet inside the Laundry Room

DUMPSTER: all other waste is to be placed in the dumpster located in the staff parking lot. Pick-up is at 5:00 am on Friday.

THE DINING ROOM: *please make certain that when chairs, tables and steam table are moved that they are picked up and placed in a new location.* They are not to be pushed, pulled, or shoved as doing so mars the finish and the floor. **Table tops** are to be washed with detergent and warm water using a soft cloth. Abrasive materials are not to be used. Extra round tables are in the boiler room. Extra chairs are in the garage. All extras are to be returned to these two locations.

DISHWASHING: all dishes are to be pre-washed with detergent and rinsed prior to being placed in the machines. For the machine closest to the kitchen, dishwashing compound is located in the white container found on the counter top near the sterilizer. ***Only one scant scoop of compound is necessary for each load.*** The other machine adds its own chemicals and does not need additional compound. Should the *Clorox* dispenser be empty, additional *Clorox* is found in the cupboard in the Laundry Room. To prevent drain overflow, care should be taken to empty sinks and sterilizers one at a time. To attempt to empty them together will result in floor sink overload. If dishwashing compound is spilled on the floor, sweep it up rather than using a wet mop or towel as to do so removes the floor finish. Neither detergent nor dishwashing compound are to be used on the floors as both will remove the floor finish.

THE LAUNDRY ROOM: the use of the machines is for washing food service laundry. Soap compound is in a white container on the window sill. ***Inside there is a small 1/3 cup scoop which is to be used. This is all the soap needed per load.*** The dryer lint screens are to be emptied prior to or after each use. Except on the weekends, the mop heads will be laundered.

PARKING: all cars, including your staff cars, are to be parked in the lower lot, not in the "Staff" lot which is reserved for Angela Center and Ursuline High School maintenance employees. Cars are not to be parked in the loading dock at the north end of Angela Center.

LIGHTS/HEAT: when not needed, make sure someone is responsible for turning off lights and heat in all downstairs areas.

AFTER THE EVENT: the Kitchen, Pantries, and Laundry Room are to be restored to their original condition. Angela Center staff will reset the Dining Room. All floors are to be swept and mopped. Stove, refrigerators, sinks, counter and table tops are to be washed and cleaned. Cooking utensils and serving dishes are to be restored to their proper locations. Both the walk-in and reach-in refrigerators are to be cleaned and cleared of any food stuffs you have brought in or prepared. Extra food/left overs may be brought to St. Vincent Dining Room, 610 Wilson Street, or call The Redwood Gospel Mission, 800-700-4817 for a pick-up.

Should you have any questions, please ask. We thank you in advance for your thoughtfulness and consideration for the health and well being of participants as well as for the care of the Angela Center equipment and facilities.

