

Kitchen Use Guide

Key – Kitchen door has its own key that staff will provide with other keys.

Lights – Turn off and on automatically.

Breakage – If during use of kitchen breakage of any equipment or items occur please let staff know.

Coffee Maker – Instructions are on the front of the coffee maker. Filters and measuring cup located on top of maker. Be sure to turn off when done.

Counter Tops - Do not cut directly on counter tops, use cutting boards. Do not drag appliances across counters.

Cabinets – All cabinets are marked with contents. Please return items to their proper location.

Stainless Steel Surfaces – Use speccil wipes for stainless steel surfaces, located under the sink. Please no brillo pads or abrasives.

Floors – Floors are cleaned with a swifter. Floor spray is under the sink cabinet. Use rags for messy spills. The rag drawer is marked ‘RAGS’.

Dishwasher – There is an upper and lower dishwasher. Pull to open, bottom dishwasher door needs to be closed gently. Soap dispenser is located to left inside door. Soap is located under the sink with other cleaning supplies. Please do not leave dirty dishes in dishwasher, be sure to turn it on. Press power, regular wash & the forward arrow to start.

Stove and Oven – Turn knobs to ignite burners. Turn on fan when either stove or oven is on. Switches for fan and hood light are located on inside of hood on right side. When done be sure all burners and oven are turned off. If your food has spilled onto the oven, please wipe clean.

Dumpster and Recycle – Dumpster is in the parking lot on the northwest corner. Take all trash to dumpster. MVCC encourages recycling, please rinse and recycle your items to bins in kitchen before throwing in trash. Please take your recycling to MVRC if possible.

Clean Up – Use rags for the floor and messy spills. Please wash linens and return; it will be greatly appreciated! Shake rug outside, sweep floor, wipe countertops and any spills. Bring trash to dumpster located on the NW side of parking lot. Please leave kitchen as you found it.

Closing – Make sure stove and oven are turned off. Make sure coffee maker is off. Check kitchen and refrigerator for any of your items. Check dishwashers for dirty dishes. Close and lock door.