

K. K. Amini Scholarship Hall Shift Descriptions

- Each resident is responsible for fulfilling shifts totaling 6 points per week.
- Shifts shall be assigned based on hall need, shift preference, seniority in the hall, and staff discretion.
- Each shift must be completed in full as prescribed by the following descriptions.
- The cooking shift must be started within the first 15 min of the designated time.
- The meal clean up shifts must be started within the first 30 min of the designated time.

Room Cleaner (3 points per shift, 3x per week)

These sections are each to be done MWF, as well as any additional parts of them which are required to maintain a clean appearance. **Items such as papers on the floor, surfaces needing to be wiped down/ cleaned of food, or plates in the room, should be taken care of in a daily fashion.**

ARC

- Pick up any trash and take any dishes to the kitchen.
- Empty the trash can and replace the liner as needed.
- Wipe down the trash can with a rag and all-purpose cleaner.
- Wipe down the furniture with a rag and all-purpose cleaner.
- Dust the computers and monitors with a clean, dry rag.
- Empty the dehumidifier.
- Sweep the floor and mop it using synthetic floor cleaner.
- Dust blinds.

Council Room

- Pick up any trash and take any dishes to the kitchen.
- Empty the trash can and replace the liner as needed.
- Wipe down the trash can with a rag and all-purpose cleaner.
- Wipe down the furniture with a rag and all-purpose cleaner.
- Dust the bases of the window frames.
- Sweep the floor and mop it using synthetic floor cleaner.
- Dust blinds.

Rec. Room

- Vacuum the floor.
- Dust the television stand and electronics with a clean, dry rag.
- Pick up any trash and take all cups, silverware, and dishes to the kitchen.
- Empty the trash can and replace the liner as needed.
- Wipe down the trash can with a rag and all-purpose cleaner.
- Straighten the furniture as necessary.
- Empty the dehumidifier.
- Dust blinds.

Hallway and Living Room Cleaner (2 points per shift, 3x per week)

Hallways

- Shift is to be completed TR between 8:00am and 11:00pm.
- Vacuum all hallways.
- Vacuum the elevator floor
- Wipe down the walls in the elevator with a rag and all-purpose cleaner.
- Report burnt out light bulbs to the proctor for noting on the maintenance log.

Living Room

- Pick up any trash and take any dishes to the kitchen.

- Empty the trash can and replace the liner as needed.
- Wipe down the trash can with a rag and all-purpose cleaner.
- Vacuum the floor.
- Dust the piano.
- Clean the tabletops, partition, and display case with glass cleaner and a rag.
- Straighten the furniture if it has been moved.
- Straighten the couch cushions.
- Empty the dehumidifier.
- Report burnt out light bulbs to the proctor for noting on the maintenance log.

Pantry Cleaner (6 points per week)

Pantry

- Shift is to be completed Tuesday and Thursday between 8:00am and 11:00pm.
- Organize the items on the pantry shelves.
- **Break down** empty boxes and take them to the recycling bin.
- Sweep the pantry floor.
- Pick up any trash and take any dishes to the kitchen.
- Sweep the floor and mop it using synthetic floor cleaner.

Food Order

- Puts away food orders when they come in. (Times and days will vary by semester. Fall 2010: Friday mornings)

Laundry Room Cleaner / Recycler (6 points per week)

Laundry Room

The laundry room should be kept neat and organized on a daily basis—boxes needing crushing, trash on floor, spills, etc.

- Wash all dirty dishtowels, pot holders, aprons, and tablecloths twice a week or as needed using detergent and dry bleach. **Shake them out first to remove any remaining food particles.**
- Once the kitchen laundry is washed, fold or hang it neatly back in the kitchen.
- Pick up any trash, sweep and mop the floor with synthetic floor cleaner.
- Wipe down the outside of the freezer with a rag and all-purpose cleaner.
- Wipe down the washing machines and dryers with a rag and all-purpose cleaner.
- Empty the trash can and replace the liner as needed.
- Wipe down the trash can with a rag and all-purpose cleaner.
- Organize the cleaning supplies on the shelf. Refill spray bottles as needed. **Bring any shortages to the attention of the SHD or proctor.**
- Post laundry room schedule every two weeks.

Recycling

- Shift is to be completed Tuesday between 6:00pm and 2:00am.
- Collect all recyclables, separate according to the recycling guidelines, tie or bag them as necessary, and take them out to the specified pick-up place.
 - Place the recyclables in the alley between KK Amini and Dennis E. Rieger Scholarship Halls.
 - Cardboard may be placed in the alley or in a blue recyclable container by the dumpsters.

Cooks (6 points per shift)

Lunch Cook (1 man/meal)

Shift begins at 10:00am and ends around 12:30pm daily.

Lunch should be served at 11:45.

Dinner Cooks (2 men/meal):

Shift begins at 3:00pm and ends around 6:00pm daily.

Dinner is to be served at 5:45. If dinner will be late, post a sign in the dining room.

Meals are required to consist of 1 entree, 2-3 sides (at least one of which should be a vegetable or fruit), and a salad.

Before meal preparation:

- Attend Food Board meetings and prepare menus as prescribed by the Food Board Chair.
- If using frozen meat for the meal, get it out of the freezer and put it in a pan in the defrosting fridge no later than the morning of the meal.
- Wash your hands with soap and water.
- If oven will be used, turn it on immediately so it has enough time to preheat.
- Make sure you have all the ingredients needed to prepare your meal. If there is a shortage, notify the SHD, Proctor, or Food Board Chair as soon as possible.
- DO NOT COOK IF YOU ARE SICK. Talk to the proctor or trade shifts ahead of time.

Preparing the meal:

- Wear appropriate clothing and closed-toe shoes.
- At least one cook must remain in the kitchen area at all times during preparation.
- Always use separate cutting boards and knives when cutting meat and vegetables.
- Always wash vegetables before preparing them.
- Be sure you are preparing a balanced meal. At least one vegetable item is required for every meal.
- Any negligence that results in poor food quality or wastefulness is unacceptable.
- Peel into the trash. Peels and other “gummy” substances will clog our disposals.

Serving the meal:

- Be sure to mix up some juice, iced tea, Kool Aid, etc.
- Monitor meat temperature to ensure that it is safe and ready to eat.
- Wear gloves whenever handling food that is ready to eat (includes cutting vegetables for salad).
- Prepare any late plates that are requested.
- Bring plates, silverware, bowls (if necessary), napkins, and serving utensils out to the serving tables.

After serving the meal:

- Scrape excess food from pots and pans not used for serving and put them in the sink to soak.
- Put utensils in the dirty silverware bin.
- Sweep and/or mop up any spills on the floor.
- Wash out tin cans, crush them, and place them in the recycling bin under the sink.
- Clear the counters and stove of pots, pans, and utensils.
- Wipe up any spills with a rag and all-purpose cleaner.
- Scrape excess food and grease from the grill and empty the grease trap
- Make sure the ovens, burners, and grill are all turned off.
- Put any dirty towels in the laundry bag.
- If the meat cutter was used, clean it.

Breakfast Dishes (2 points per shift, 6x per week)

Shift begins at 9:30am and is to be completed by 11:00am daily.

- The dishwasher is responsible for washing all dishes, cups, silverware, utensils, and small Tupperware.

- Before beginning, change the dishwasher water (by pulling the handle inside the dish machine) and rinse the traps in the dish sink.
- Make sure there is soap in the dispenser. Replace as needed (instructions are on the wall adjacent to the dishwasher)
 - All Temp Rinse Aid (14)
 - Heavy Duty Warewash detergent (4)
- Rinse, and scrub if necessary, all plates, silverware, bowls, etc.
- Run the all dishes and silverware through the washer.
- Allow cups and dishes to air-dry or towel them off by hand.
- Stack dry dishes, cups, silverware, and utensils in their respective locations.
- Refill the utensil tub with hot water and about two tablespoons of Allegro.
- Wipe down the countertop, back splash, and counter legs in the dishwashing area with a rag and all-purpose cleaner.
- Change the dish water again at the end of the shift.

Lunch Dining Room Cleanup (1 point per shift, 6x per week)

Shift begins at 1:15pm and is to be completed by 2:45pm daily.

Dining Room:

- Put leftovers immediately, **label** them with the **meal** and the **date**, and refrigerate if necessary. Leftover food should be cooled as rapidly as possible and then put away **immediately**.
- Scrape all excess food from pots and pans and start soaking them in the big sinks no later than 1:30pm.
- Put all dirty plates, utensils, silverware, etc wherever they go to be cleaned.
- Put away any clean dishes and/or silverware left on the serving tables.
- Take the grill off the drain in the counter, clean it, and wipe out the drain with a rag and all-purpose cleaner.
- Wipe down the counter with a rag and all-purpose cleaner, and straighten up the cereals.
- Wipe down the cupboards, especially their handles, with all-purpose cleaner.
- Wipe down the tables and chairs with a rag and all-purpose cleaner, and put the chairs on the tables when clean and dry.
- Sweep the dining room floor and mop it using synthetic floor cleaner.
- Wipe down the outside of the trash cans with a rag and all-purpose cleaner.
- Take the trash out to the dumpster and replace the trash bag.
- Wipe down the **inside and outside** of the trash cans with a rag and all-purpose cleaner. If there's stuck on food inside a trash can, clean it with hot, soapy water. If any trash cans smell bad, rinse the inside with a small amount of bleach.

Dinner Dining Room Cleanup (2 points per shift, 6x per week)

Shift begins at 6:45pm and is to be completed by 8:15pm daily.

Dining Room:

- Put leftovers immediately in Tupperware, **label** them with the **meal** and the **date**, and refrigerate if necessary. Leftover food should be cooled as rapidly as possible and then put away **immediately**.
- Scrape all excess food from pots and pans and start soaking them in the big sinks no later 7:00pm.
- Put all dirty plates, utensils, silverware, etc wherever they go to be cleaned.
- Put away any clean dishes and/or silverware left on the serving tables.
- Take the grill off the drain in the counter, clean it, and wipe out the drain with a rag and all-purpose cleaner.
- Wipe down the counter with a rag and all-purpose cleaner, and straighten up the cereals.
- Wipe down the cupboards, especially their handles, with all-purpose cleaner.

- Wipe down the tables and chairs with a rag and all-purpose cleaner, and put the chairs on the tables when clean and dry.
- Sweep the dining room floor and mop it using synthetic floor cleaner.
- Wipe down the outside of the trash cans with a rag and all-purpose cleaner.
- Take the trash out to the dumpster and replace the trash bag.
- Wipe down the **inside and outside** of the trash cans with a rag and all-purpose cleaner. If there's stuck on food inside a trash can, clean it with hot, soapy water. If any trash cans smell bad, rinse the inside with a small amount of bleach.

Dishes and Kitchen Cleanup (3 points per shift, 6x per week)

Lunch Cleanup

Shift begins at 1:30pm and is to be completed by 3:00pm daily.

Dinner Cleanup

Shift begins at 7:00pm and is to be completed by 8:30pm daily.

Dishes:

- Wash all dishes, cups, silverware, utensils, and small Tupperware in the dish machine.
- Before beginning, change the dishwasher water (by pulling the handle inside the dish machine) and rinse the traps in the dish sink.
- Make sure there is soap in the dispenser. Replace as needed (instructions are on the wall adjacent to the dishwasher)
 - All Temp Rinse Aid (14)
 - Heavy Duty Warewash detergent (4)
- Rinse, and scrub if necessary, all plates, silverware, bowls, etc.
- Run the all dishes and silverware through the washer.
- Allow cups and dishes to air-dry or towel them off by hand.
- Stack dry dishes, cups, silverware, and utensils in their respective locations.
- Refill the utensil tub with hot water and about two tablespoons of Allegro.
- Wipe down the countertop, back splash, and counter legs in the dishwashing area with a rag and all-purpose cleaner.
- Change the dish water again at the end of the shift.

Kitchen:

- Clear the kitchen countertops and wipe them down with a rag and all-purpose cleaner.
- Sweep the kitchen floor and mop it using synthetic floor cleaner.
- Take the trash out to the dumpster and replace the trash bag.
- Wipe down both the outside and inside of the trash cans with a rag and all-purpose cleaner if needed. If the can smells bad, rinse the inside with a small amount of bleach

Pots and Pans:

- Wash all pots and pans, metal bowls, and the big Tupperware containers in the three compartment sink.
- Dump soaking water from all pots and pans. Scrape excess food into the trash can.
- Thoroughly wipe down sinks and clear food remains before filling sinks with hot water.
- Pile pots and pans to the **right** of the sinks.
 - Fill the first sink with detergent (Green Shot P&P).
 - Fill the second sink with warm water for rinsing
 - Fill the third sink with sanitizer (H-101)
- Work from left to right:
 - 1st Scrub all remains off of pots and pans

- 2nd Rinse detergent off of pots and pans
- 3rd Dip in sanitizer
- Air-dry pots and pans on a clean counter.
- When they are dry, return all pots and pans to their respective locations.
- Thoroughly clean out and wipe down all three of the big sinks and surrounding area.
- Clean any steel wool pads used during the shift. Throw out old ones as necessary.

Dining Room Cleaner (2 points per shift, 3x per week)

- Shift begins at 10:00pm and is to be completed by 2:00am daily.
- Put all dirty plates, cups, utensils, silverware, etc wherever they go to be cleaned.
- Wipe down the dining room fridge and clean up any spills inside. Throw away any expired items in this fridge.
- Take the grill off the drain in the counter, clean it, and wipe out the drain with a rag and all-purpose cleaner.
- Wipe down the counter with a rag and all-purpose cleaner, and straighten up the cereals.
- Wipe down the cupboards, especially their handles, with a rag and all-purpose cleaner.
- Wipe down the tables and chairs with a rag and all-purpose cleaner, and put the chairs on the tables.
- Sweep the dining room floor and mop it using synthetic floor cleaner.
- Take the trash out to the dumpster and replace the trash bag.
- Wipe down the **inside and outside** of the trash cans with a rag and all-purpose cleaner. If there's stuck on food inside a trash can, clean it with hot, soapy water. If any trash cans smell bad, rinse the inside with a small amount of bleach.
- Wipe down the hand plates and handles on the doors to the kitchen and patio with a rag and all-purpose cleaner.
- Thoroughly clean the shelves of the dining room refrigerator. Throw out any containers in this fridge which smell bad or whose contents have expired.
- Clean the gray dish carts with a rag and soapy water.
- **Clean the door glass and windows facing the patio with glass cleaner.**

Kitchen and Appliance Cleaner (3 points per shift, 6x per week)

- Shift begins at 10:00pm and is to be completed by 2:00am daily.
- Collect all dishes, pots, pans, etc. in the dining room and kitchen.
- Put pots and pans in the sink to soak.
- Wash the dishes according to the instructions in the dishwasher section.
- Clear off all the countertops completely and proceed to wipe them down with a rag and all-purpose cleaner. **This includes the sink under the window.**
- Put back items that belong on the countertops in an orderly fashion. Put items that do not belong on the counter in their proper place.
- Clean out and wipe down the insides of the sink under the kitchen window with a rag and all-purpose cleaner.
- Clean the microwaves inside and out with a rag and all-purpose cleaner. Use glass cleaner on the outside of the microwave door.
- Clean the mixer with a rag and all-purpose cleaner if it was used.
- Unplug the toaster, shake any crumbs out, open and clean out the bottom, wipe down the outside with a rag and all-purpose cleaner, and plug it in again.
- **Unplug the toaster oven, clean it inside and out with a rag and all-purpose cleaner, cover the inside metal grill with aluminum foil, and plug it in again.**
- Clean any other appliances that have been used (blender, food processor, etc).
- Sweep the kitchen floor and mop it using synthetic floor cleaner.
- Take the trash out to the dumpster and replace the trash bag.
- Wipe down the **inside and outside** of the trash cans with a rag and all-purpose cleaner. If there's stuck on food inside a trash can, clean it with hot, soapy water. If any trash cans smell bad, rinse the inside with a small amount of bleach.

Refrigerator Cleaner (3 points per shift)

The refrigerator cleaner is responsible for all freezers and refrigerators in the kitchen.

Refrigerators

- Shift is to be completed MWF between 6 and 10 p.m.
- Remove all the items and inner shelves from the inside.
- Throw out any leftovers that are more than five days old.
- Rinse out the Tupperware and put them with the dirty dishes for the dishwasher.
- Clean the walls of the refrigerator, inside and out, with a rag and all-purpose cleaner. Give extra attention to the door handles.
- Dry the interior with a clean, dry rag.
- Wash the inner shelves with water and soap in the big sinks. Once dried, move them back in.
- Replace foil covering bottom of fridges.
- Replace the shelves and the contents of the refrigerator in an organized way.
- Clean the door seals carefully with a rag and all-purpose cleaner making sure to reach the dirt that accumulates in the cracks.

Freezers

- Remove all of the items from the inside.
- Set down new foil inside each freezer.
- Replace the contents of the freezer in an organized way.
- Wipe down the outside of the freezer, paying extra attention to the door handles.
- Clean the door seals carefully with a rag and all-purpose cleaner, making sure to reach the dirt that accumulates in the cracks.

Areas

- Sweep under all refrigerators and freezers in the kitchen
- Throw out any stale bread from the bread cart

Stove and Cupboards Cleaner (3 points per shift)

- Shift is to be completed daily between 6:00pm and 2:00am.
- Thoroughly clean the grill everyday. **NEVER USE GREASE CUTTER ON THE GRILL.** Scrape all residue of food off with the grill scraper. Then turn the grill on medium heat and allow it to warm. Once the grill is hot, pour some vegetable or canola oil on the grill (be careful of the splatter). Use the mesh scraper pad with a green scouring pad on top to clean the grill. Push this stack around with the scraper handle (while wearing oven mitts if desired). Scrape in vertical lines back and forth across the grill, not in a circular motion. When the grill is looking like new, scrape off any residue, turn the heat off, and when it has cooled but still is around 200 degrees pour on 1/8 cup of vegetable or canola oil to cure the grill.
- **Scrub out the grease trap, clean down the stove shelf, face, top, sides, inside and outside of the hood with grease cutter. Also, make sure to get the upper grease trap as well.**
- Take the grease can on the floor out to the dumpster in a tied trash bag.
- Pull out the catch trays under the burners and grill and clean with a rag and all-purpose cleaner.
- **Remove the vent covers above the stove and run them through the dishwasher.**
- Clean out the inside of the ovens with oven cleaner, following the instructions on the container. Replace the aluminum foil on the bottom of the stove as needed.
- Wipe down the sides and front of the stove with a rag and all-purpose cleaner.
- With a rag or scrub sponge and grease cutter, clean the floor under and around the stove to get the grease up.
- Mop all around and under the stove using synthetic floor cleaner.
- Wipe down the outside of all the steel cabinets and drawers, especially the handles, with a rag and all-purpose cleaner. **NEVER** use steel wool or a green scratch pad, it will scratch the metal. Make sure to clean the tops of the drawers and cabinet doors properly.
- Wipe off wooden cabinets with a damp, soft rag and dry them immediately. **NEVER** use chemicals or scratch pads on the wood cabinets because this will ruin the cabinets.

- **Clean the outside barbeque grill if it has been used.** Wipe down the outside of the grill with a rag and all-purpose cleaner. Take the ashes in the left compartment to the dumpster in plastic trash bag.
- **Leave the drawer that contains grill cleaning utensils in a clean condition.** If grease or soot has collected, run the drawer and its contents through the dish machine.

Dessert Cook (6 points per shift)

- Desserts are to be prepared twice a week, either individually or in conjunction with a meal.
- Each dessert prepared must contain at least fifty servings.
- On meeting weeks, one of the two desserts may be made specifically to be served at the meeting.
- Extra desserts will be expected at any special event within the hall where a dinner is being served.
- All dessert menus must be turned into and approved by the food board manager.