

Pearson Hall Shift Descriptions

Spring 2008

*** Updates and Changes from previous semester marked in red font.**

Shift Policy:

Pearson is an awesome place to live and in order to maintain the best scholarship hall at the University, everyone has to take a little pride in his shift and his behavior in the hall. We all want to live in a comfortable, healthy, and clean environment, so we all have to put forth a little bit of effort in order to achieve this. This means taking the time to perform all the duties under your shift descriptions. The shifts aren't hard, and when done the proper way on a regular basis, should be relatively painless. The Scholarship Halls are special living communities in which you pay less money to stay. As a result of paying less money, you are required to spend a little bit of your time to make the hall function. This is a great deal. For 4 to 6 hours a week cleaning or cooking in YOUR house you get a major deduction in your room and board here at KU.

The semester is long and conflicts arise that might not allow you to do your shift. That is fine and not a problem as long as you let me know in advance. If you tell me about conflicts in advance, we can work something out. I am a very patient and understanding individual. I am also looking to help the residents out whenever I can. I just ask that you let me help you by giving me a heads up on potential problems that might arise.

What happens if you don't do your shift, only do it partially, or just do a really bad job? Well, the first case is easy. If you do not do your shift, you will be J-Boarded. The second and third situations will be up to my discretion. I will have a policy for grading you on the job you do on your shift. If you do a poor enough job (you receive an "F" grade), I will J-Board you with no warnings. I will just consider that as if you did not do your shift at all. If I give your shift a grade of a "D", I will give you one warning. Other grades will not get you a warning or a J-Board, but if you do get several "C's", then I will come and talk to you about your shift and what I expect done on that shift. **You can avoid all of this if you just work hard every time on your assigned shift and perform all the duties under that shift.**

The majority of this document describes what I expect from you when completing your shifts. I also want to tell you what I expect of you outside of your shifts. One policy is that of **rinsing your dishes** when not used at meal times. This policy requires that every resident rinse their dishes and place them in a dish rack in the dish room. If the dish rack is full, then you should start a new one. It is pretty simple and should be easy to follow. The only time in which this does not apply is the 45 minute window beginning when lunch, brunch, or dinner is served, and when a lunch or dinner dish washer is using the dish washing machine. All other times the policy applies **including during breakfast**. I also want to make sure that everyone cleans up after themselves. This includes but is not limited to: flushing the toilet, plunging the toilet if it gets clogged, washing pots and pans that are not used for a meal, cleaning bathroom sinks, shaving, etc. I will J-Board people who do not tidy up after themselves on a regular basis. **If people do not clean up after themselves and/or don't rinse their dishes well enough, I will revoke food eating privileges in the rec. room. The food status in the rec. room will be evaluated on a week by week basis. If the hall gets too sloppy and the dishes aren't rinsed, we won't have food in the rec. room. But, if people just clean up after themselves and rinse their dishes, we won't ever have a problem.** As a general rule, just pick up after yourself. Most of the time there is not a shift or staff member responsible for cleaning up day to day messes. If we all take care of our own messes things run very smoothly.

If you have any questions or comments about anything, shifts in particular, but really anything, my door is always open, my room phone is always on, my email usually works, and my cell phone is pretty reliable too. Please come and talk to me if there is a problem. There is no way for me to help you out if I don't know about it.

Finally, I retain the right to changes these shift descriptions at any time but will notify you of the changes at least 48 hours before they occur.

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Shifts

Lunch Pots and Pans

3 men, performing 2 times per week each

The purpose of this shift is to clean the kitchen after the Lunch Cooks get done using it. It is not just cleaning the pots and pans, but also the rest of the kitchen. This shift can be started anytime after lunch has been served, but it needs to be finished by 3:00 PM so that dinner cooks can get started.

Duties:

Wash and dry all pots, pans, utensils, and other items used to cook and serve lunch and return them to their proper place. (See *Cleaning Pots and Pans*) Put knives in knife blocks, not drawers and keep track of them in the soapy water!

Wash and dry coffee pot if it has been used.

Dispose of any leftover food remaining in the 3 sinks, and clean them if necessary.

Mix more all-purpose cleaner if necessary (See *Mixing Chemical Solutions*).

Clean all counter tops and stove in the kitchen with all purpose cleaner.

Sweep and mop kitchen and pantry including under the refrigerator, counters, and stove. (See *Mixing Chemical Solutions*). Return the mop and mop bucket back to the laundry room when you are done.

Clean microwave with all purpose cleaner.

Empty the kitchen trash in dumpster and replace the bag.

Lunch Dishes

2 men, performing 3 times per week each

Lunch dish washers are responsible for cleaning the dishes used for lunch and those that were there before lunch. This shift should be started around 1:00 PM and must be finished by 3:00 PM.

Duties:

At start of shift, check to make sure solid detergent and rinse dry containers are at adequate levels.

Wash and dry all dishes and return them to their proper place. (See *Washing Dishes*)

Empty the utensil tub and refill it with soil master and warm water.

Mix more all-purpose cleaner if necessary (See *Mixing Chemical Solutions*).

Clean all dish room counter tops with all purpose cleaner.

Sweep and mop the dish room. (See *Mixing Chemical Solutions*)

Empty dish room trash in dumpster and replace the bag.

When finished, drain the dishwasher, empty food trap, and clean the top and bottom of the metal tray that sits in the sink. Please make sure it is dry when you are done.

Lunch Waiter

2 men, performing 3 times per week each

The Lunch Waiters are responsible for putting away the leftover lunch and cleaning the dining room. This shift should start no later than 1:15 PM and get finished by 3:00 PM. The start time is important because lunch pots and pans need to clean the serving pots and pans, but don't start too early because some people may come late to lunch. The leftover food should be in the refrigerator by 1:15 PM though. **THIS IS NON NEGOTIABLE – IT'S A**

HEALTH ISSUE

Duties:

Put leftovers in Tupperware, label the leftovers and date them with pen and masking tape, and store them in the leftover section of the refrigerator.

Take the serving pots and pans to the kitchen sink for the Lunch Pots and Pans guy to wash. This should be done by 1:15 PM.

Return condiments to the condiments section of the refrigerator.

Return clean dishes, silverware, and napkins back to their appropriate locations.

Put Kool-Aid pitchers back in the proper place in the refrigerator, make more as needed so that six are ready for dinner.

Mix more all-purpose cleaner if necessary (See *Mixing Chemical Solutions*).

Clean up trash and newspapers left in the dining room.

Clean all tables and counter tops with all-purpose cleaner.

Clean small water sink on the counter by the ice machine.

Clean the microwave and milk cow.

Refill milk cow if necessary.

Put the chairs on the tables and sweep and mop the dining room floor and return the chairs. (See *Mixing Chemical Solutions*)

Take dining room trash to the dumpster.

Dinner Pots and Pans

3 men, performing 2 days per week each

This shift is very similar to Lunch Pots and Pans but with a few minor differences. The shift should be started around 6:30 PM and needs to be finished by 11:00 PM.

Duties:

Wash and dry all pots, pans, utensils, and other items used to cook and serve dinner and return them to their proper place. (See *Cleaning Pots and Pans*)

Dispose of any leftover food remaining in the 3 sinks, and clean them if necessary.

Mix more all-purpose cleaner if necessary (See *Mixing Chemical Solutions*).

Clean all counter tops and stove in the kitchen with all purpose cleaner.

Sweep and mop kitchen and pantry including under the refrigerator, counters, and stove. (See *Mixing Chemical Solutions*) Return the mop and mop bucket back to the laundry room when you are done.

Clean microwave with all purpose cleaner.

Empty the kitchen trash in dumpster.

Dinner Dishes

3 men, performing 2 days per week each

This is the exact same shift as the Lunch Dishes shift, except it is done after dinner. This shift may not be started until after 7:00 pm and must be completed by 11:00 PM.

Duties:

At start of shift, check to make sure solid detergent and rinse dry containers are at adequate levels.

Wash and dry all dishes and return them to their proper place. (See *Washing Dishes*)

Empty the utensil tub and refill it with soil master and warm water.

Mix more all-purpose cleaner if necessary (See *Mixing Chemical Solutions*).

Clean all dish room counter tops with all purpose cleaner.

Sweep and mop the dish room. (See *Mixing Chemical Solutions*)

Empty dish room trash in dumpster.

When finished, turn off and drain the dishwasher, empty food trap and clean the top and bottom of the metal tray that sits in the sink. Please make sure it is dry when you are done.

Dinner Waiter

2 men, performing 3 days per week each

Another big surprise here, this shift is pretty much just like Lunch Waiter, except it is done after dinner instead of after lunch. Start time is about 6:40 PM; end time is by 11:00 PM. The food should be put in the refrigerator by 7:00 PM.

Duties:

After dinner put leftovers in Tupperware, label the leftovers and date them with pen and masking tape, and store them in the leftover section of the refrigerator. This must be done by 7pm to avoid health concerns!

Take the serving pots and pans to the kitchen sink for the Dinner Pots and Pans guy to wash. This should be done by 7:00 PM.

Return condiments to the condiments section of the refrigerator.

Return clean dishes, silverware, and napkins back to their appropriate locations.

Put Kool-Aid pitchers back in the proper place in the refrigerator.

Mix more all-purpose cleaner if necessary (See *Mixing Chemical Solutions*).

Clean up trash and newspapers left in the dining room.

Clean all tables and counter tops with all-purpose cleaner.

Clean small water sink on the counter by the ice machine.

Clean the microwave and milk cow.

Refill milk cow if necessary.

Put the chairs on the tables and sweep and mop the dining room floor and return the chairs. (See *Mixing Chemical Solutions*)

Take dining room trash to the dumpster.

Morning Kitchen

2 men, performing 3 days per week each

This shift is really a morning/late evening shift. It can be done anytime after 5:00AM, but needs to be done by 10:00 AM when the lunch cooks start their shift. The purpose of this shift is to take care of any dishes used between dinner and lunch the next day.

Duties:

Wash and dry all dishes and return them to their proper place. (See *Washing Dishes*)

Empty the utensil tub and refill it with soil master and warm water.

Clean all dish room counter tops with all purpose cleaner.

Refill milk cow if necessary.

Refill Cereal bins when needed, with same kind if possible.

Wipe down cereal table and organize the cereal.

Prepare six pitchers of Kool-Aid.

Dispose of the previous day's grease can. The can should be wrapped in a trash bag and placed in the dumpster outside.

Mix more all-purpose cleaner and/or glass cleaner if necessary (See *Mixing Chemical Solutions*).

When finished, turn off and drain the dishwasher, empty food trap and clean the top and bottom of the metal tray that sits in the sink. Please make sure it is dry when you are done.

Shower Cleaner

2 men, performing 3 times per week each

Showers have great potential to become very nasty if they aren't cleaned on a regular basis. That is why we have a shift completely devoted to cleaning the showers. This shift can be done anytime during the day but has to be complete by 11:00 PM. Shower cleaners will also be assigned the Shower and Bathroom Cleaner Sunday shift on a rotation with the normal Head and Halls Cleaners. They will have no other Sunday shifts.

Duties:

Clean all of the showers on each floor with shower cleaning solution.

Scrub tiles/shower walls with doodlebug pad.

Scrub grout between tiles with either doodlebug pad or green scrubbing pads

Scrub shower floors with the doodlebug pad.

MAKE SURE ALL SOAP SCUM IS GONE

Rinse down walls with water and then scrub shower floor.

Wipe shower walls with dry cloth to remove any remaining film

Scrub any discoloration that occurs, use Lime Away if necessary. (I promise it will come off)

Initial the log and note the time the shift was completed.

1st Floor Head and Halls

1 man, 6 times per week

Due to fewer residents on the first floor, First Floor Head and Halls only requires one man six times a week. This shift involves cleaning the bathroom and the hallways on the assigned floor. This shift can be done anytime during the day but must be complete by 11:00 PM. It is not included in the Shower and Bathroom Cleaner Sunday shift.

The person with this job will perform normal Sunday Shifts.

Duties:

Vacuum the hall carpet. (This must be done between the hours of 10:00 AM and 10:00 PM for the sake of sleeping residents.)

Clean the outsides of the toilets, urinals, counters, sinks, and faucets with all purpose cleaner and paper towels.

The sink may need to be cleaned with either stainless steel wool or a doodle bug pad to remove water stains particularly around the drain. (I have found that the doodle bug pad works well.)

Clean the insides of the toilets and urinals with porcelain cleaner and a toilet brush.

Clean the mirrors with glass cleaner and paper towels.

Replace toilet paper rolls and keep an extra roll in each stall.

Restock the paper towels.

Pick up any trash or newspapers left on the floor.

Take trash to the dumpster and replace trash bag.

Sweep and mop the bathroom floor including the floor inside the shower stall area (See *Mixing Chemical Solutions*).

Mix more all-purpose cleaner and/or glass cleaner if necessary (See *Mixing Chemical Solutions*).

Initial the log and note the time the shift was completed.

2nd and 3rd Floor Head and Halls

2 men, performing 3 times per week for 2nd Floor each

2 men, performing 3 times per week for 3rd Floor each

More residents on the second and third floors mean dirtier bathrooms thus more guys to clean them. Other than that these shifts have the same duties as the First Floor Head and Halls. Second and third floor Head and Halls Cleaners

will also be assigned the Shower and Bathroom Cleaner Sunday shift on a rotation with the normal Shower cleaners. They will have no other Sunday shifts.

Living, Computer, Laundry and Rec. Room (Common) and Recycling Cleaner

2 man, 3/4 times per week

This shift takes care of cleaning the public rooms of the hall and bagging and removing the recycling of the hall. The cleaning of the shift can be done anytime during the day but has to be completed by 11:00 PM. The recycling must be bagged and set out on the corner at the bottom of the stairs leading to Frasier on Tuesday night. This shift also contains the laundry of the hall, meaning washing towels/shower curtains/mop heads.

Common Room Duties:

Living and Rec. Rooms

Vacuum the carpet. (This must be done between 10:00 AM and 10:00 PM)

Straighten up the furniture.

Clean the glass-top tables in Living Room with glass cleaner and paper towels.

Dust all other surfaces.

Take any dishes to the dish room. (There should be none)

Organize ping-pong and pool items on the window sill or on the cue holder on the wall in the Rec. Room.

Organize remote controls, movies, games, etc. around the entertainment center in the Rec. Room.

If any unattended items have been in the same place for several days, put them together nicely in an inconspicuous place in the room.

If they stay there for a week, take them to the "Lost and Found" in the Storage Room behind the Laundry Room.

Take trash to the dumpster and replace trash bag.

Generally tidy up the room.

Computer and Laundry Rooms

Sweep and mop the floors. (See *Mixing Chemical Solutions*)

Take trash to the dumpster and replace trash bag.

Take any dishes to the dish room.

Organize detergent rack and table in the Laundry Room.

Put any clothes that have been out for more than two days in the "Lost and Found Trash Can" in the Laundry Room.

Clean outsides of washers and dryers and the rim under the lid, remove lint when necessary.

Generally tidy up the room.

Recycling Duties:

Maintain well-labeled bins for all recyclable material

Kitchen:

2 small bins for cans (under the microwave table).

Dining Room:

1 large bin for aluminum, 1 large bin for cardboard, and 1 large bin for chipboard (all next to door to stairwell).

1 small bin for #1 Plastic and 1 small bin for #2 Plastic (both under cereal table).

Living Room:

1 small bin for aluminum, 1 small bin for newspaper, and 1 small bin for white paper (all next to door).

Bathrooms

1 large bin for aluminum, 1 small bin for newspaper, 1 small bin for plastics and 1 small bin for white paper (all on or near window sill).

ARC:

1 box for paper

Mail Room:

One small bin for junk mail (on floor)

Any other bins you think would be beneficial

Make sure all recyclable materials are bagged and on the corner by Thursday morning for pickup.

Clean all receptacles weekly with a sponge and all-purpose cleaner.

If the bins are full, empty them and store contents in a place to be determined by the SHD and Proctor.

Wash, Dry, Fold and Replace all hall towels (located near dish room) and mop heads weekly at a consistent time (mops in laundry room, 1st, 2nd and 3rd floors)

Lunch Cook

6 men, cooking 2 times per week in pairs

Lunch cooks will work in pairs to prepare the meal. In my opinion it is much easier and more fun to cook with someone else. Cooks must prepare the food and serve lunches at 11:45 AM and 12:15 PM.

Duties:

Attend Food Board Meetings and submit recipes monthly to the Food Board Manager. Contact the FBM in advance if you are unable to attend the meeting.

Cook lunch according to the menu, cookbook, and instructions from the FBM

Let the FBM know what ingredients will be needed if the meal is not in one of the hall cookbooks or is altered from a recipe in a hall cookbook.

Check at least 2 days in advanced to see if you have all the ingredients for your meal.

Take any beef, chicken, etc. out of the freezer and put it in the thawing pan in the kitchen refrigerator at least 24 (and no more than 72) hours before it is needed for a meal.

Present the food buffet style on the north table, with plates, silverware, napkins, cups, and condiments.

Make sure every dish has a serving utensil.

Serve food prepared on menu along with a salad and side fruit or vegetable.

Check refrigerator to see if there are leftovers that can be used as a side.

Put out the Kool-Aid and prepare more if necessary.

Throw away/recycle any empty boxes/bags/cans/etc. resulting from the meal preparation.

Be sure that there is one empty #10 can that can be used for disposal of the grease in the grease trap.

Make all requested saves. (See *Making Saves*)

Cooks MUST wear gloves when handling ready to eat food.

If needed, run dishes for lunch through the dish washer before serving lunch.

Clean griddle and meat slicer if either of them have been used, and dispose of grease from griddle in a #10 can.

(See *Cleaning Griddle and Cleaning Meat Slicer*)

Dinner Cook

11 men, cooking 1 time per week in pairs)

Cooks will work in pairs except for the day when one Pearson guy will cook with a Sellards woman. (Thursday this semester) I will try to pair a new cook with an experienced cook so that the new cook can learn from the old guy.

Cooks should begin around 3:00 PM and serve dinner at 6:00 PM. If you are doing a complicated dinner you should plan on starting earlier than 3:00PM to ensure that dinner will be served on time. **DO NOT MAKE EXCESSIVE**

MESSSES! The P&P guy will hate you if he is there for three hours cleaning and I'll probably J-Board you.

Duties:

Attend Food Board Meetings, and supply recipes monthly to the FBM. Contact the FBM in advance if you are unable to attend the meeting.

Cook dinner according to the menu, cookbook, and instructions from the FBM

Let the FBM know what ingredients will be needed if the meal is not in one of the hall cookbooks or is altered from a recipe in a hall cookbook.

Check at least 2 days in advance to see if you have all the ingredients for your meal.

Take any beef, chicken, etc. out of the freezer and put it in the thawing pan in the kitchen refrigerator at least 24 (and no more than 72) hours before it is needed for a meal (THIS ONLY MAKES YOUR JOB EASIER).

Present the food buffet style on the kitchen counter, with plates, silverware, napkins, and condiments.

Place cups on counter near water sink and ice machine.

Make sure every dish has a serving utensil.

Prepare several side dishes complimentary to the main course.

Set out the salad bar with the meal.

Make more Kool-Aid if necessary. Place Pitches on each table.

Make all requested saves. (See *Making Saves*)

Clean the griddle, grill, and/or meat slicer if they have been used, and empty the griddle grease trap into a #10 can. (See *Cleaning Meat Slicer*, *Cleaning Griddle*, and *Cleaning Grill*)

Throw away/recycle any empty boxes/bags/cans/etc. resulting from the meal preparation.

Be sure that there is one empty #10 can that can be used for disposal of the grease in the grease trap.

Cooks MUST wear gloves when handling ready to eat food.

Specialty Cook

1 man, 3 times per week

The days for this shift will be negotiated with the Food Board Manager. This shift will mostly involve making food to accompany various meals through the week. It will often be a dessert or the task of making a side dish to help with large meals on occasion.

Duties:

Attend Food Board meetings and submit recipes monthly to the Food Board Manager

The cook will select two dishes and have one assigned by the FBM

Prepare foods at such a time that they do not interfere with dinner or lunch cooks' duties

Clean pots, pans, and utensils used in preparation (you don't have to clean the pots you served dessert in)

Place food, with serving utensils, out to be eaten along with the accompanying meal

Sunday Shifts

Brunch Waiter

1 man

Just like Lunch Waiter.

Brunch Dishes

1 man

Just like Lunch Dishes.

Snacks Cook

1 man

This shift involves reheating leftover food for dinner. Start around 4:15 PM; serve the food at 6:00 PM.

Duties:

Preheat the ovens to 350 degrees.

Take ALL leftovers from the previous week out of the fridge.

Wrap the “solid” ones in foil and place in large baking pan.

Put the rest (sauces, soups, etc.) in pots and heat, typically over double boil.

Bake/simmer items for approximately 45 minutes, or until ready to serve.

Kitchen Team

6 men, 1 as the Leader

The K-Team Leader will be responsible for assigning tasks to other members of the K-Team. The Leader will always be an Oldman that is known to do a good job on his shifts. K-Team will start at 7:00 PM unless otherwise specified by the K-Team Leader. This is the weekend cleaning of the kitchen, dining room, dish room, and pantry. I will produce a checklist with the help of the Food Board Manager with everything that needs to be done by the team. This list will include but not be limited to:

Duties:

Sweep and mop kitchen, dining room, pantry, and dish room floors. (See *Mixing Chemical Solutions*)

Take everything out of the kitchen and pantry refrigerators and freezers; throw away anything that has gone bad.

Clean inside walls, bottoms, and doors of refrigerators with all-purpose cleaner.

Put everything else back where it belongs.

Wash all Tupperware, pots, and pans used for snacks.

Wash any dishes used during Snacks

Organize/clean cereal tables

Clean insides of microwaves

Clean inside ovens following instructions on back of Oven Cleaner.

Replace foil inside ovens

Thoroughly clean range cook-top, back-splash and wall.

Thoroughly clean all counters and tables with all-purpose cleaner.

Clean up and organize the pantry shelves.

Empty all trash cans in kitchen, dining room, and dish room and take trash to dumpster.

Clean stove ceiling panels and ceiling grease trap with soapy water, rinse, and return to proper location.

Collect dirty dish cloths from kitchen and dish room and take them to the laundry room.

Bathroom Cleaners

1 man for the 2nd Floor (rotation of normal Shower and Head and Hall Cleaners)

1 man for the 3rd Floor (rotation of normal Shower and Head and Hall Cleaners)

This shift will be similar to Head and Halls but have a few slight differences.

Duties:

Clean the outsides of the toilets, urinals, counters, sinks, and faucets with all purpose cleaner and paper towels.

Clean the insides of the toilets and urinals with porcelain cleaner and a toilet brush.

Clean the mirrors with glass cleaner and paper towels.

Replace toilet paper rolls and keep an extra roll in each stall.

Restock the paper towels.

Pick up any trash or newspapers left on the floor.

Take the trash to the dumpster and replace trash bag.

Mix more all-purpose cleaner and/or glass cleaner if necessary (See *Mixing Chemical Solutions*).

Wipe down shower curtains with all-purpose cleaner.

If we use the cloth curtains, replace the old curtain with a new clean one and take the old one to the dirty curtains and cloths basket in the laundry room.

Person assigned to clean the second floor will need to take care of the first floor shower curtains.

Initial the log and note the time the shift was completed.

Task Descriptions

Making Saves

Before calling the meal, check sign-up book to see if anyone has requested a save.

If so, make up a plate for each person.

Put an average sized serving of everything on each plate, following any special requests that were made by the recipient of the save.

Cover the plate with aluminum foil or saran wrap.

Write the person for whom the plate was prepared on a piece of masking tape and put the tape on the foil.

Put the plate in the kitchen fridge.

Saves will be kept in the fridge until the next day's equivalent meal (i.e. An uneaten Tuesday lunch save will be removed at Wednesday's lunch). After this grace period, they are fair game to whoever wants to eat them.

Cleaning Meat Slicer

Dismantle the meat slicer. (If you need help with this, schedule a time before you need to clean the meat slicer so that I can show you how to do it.)

Soak removed pieces in soapy water, scrub, and rinse.

Clean ALL surfaces of the base unit with all-purpose cleaner and a dishrag and rinse with a wet rag.

Reassemble Meat Slicer.

Cleaning Griddle

Make sure griddle is still relatively warm.

Scrape as much "stuff" into the grease trap as possible. If you develop larger chunks of "stuff" put in trash can rather than in the grease trap.

Pour a large cup of ice on griddle (be careful of imminent steam).

Spread ice around with scraper and as ice melts and evaporates, quickly continue scraping griddle, pushing grease into the grease trap.

Repeat until most of the grease is removed; Scrub entire surface with scouring pad and wire screen.

Make sure to scrub the sides, edges, and corners. Repeat as needed.

Pour small amount of vegetable oil on the griddle, and scrub entire surface with scouring pad and wire screen.

Scrap anything left into grease trap and repeat with more oil.

When griddle is cooler (but before room temperature), use a paper towel to spread on a thin layer of vegetable oil. This protects it from rusting.

Cleaning Grill

Wait until coals/ashes are cool (may need to wait until next day).

Soak grills in soapy water.

Scoop ashes into trash bag with can. Tie bag off and place in dumpster.

Scrub grills and rinse with clean water.

Return grills to proper locations.

Cleaning Pots and Pans

Soak dirty pots, pans and cooking utensils in left sink filled with warm water and Pots and Pans Cleaner.

Scrub them until all food particles are removed. (DO NOT USE A SPONGE. Use a green scouring pad.)

Transfer them to the middle sink half filled with cold water and a SMALL amount of bleach (¼ cup) and soak.

Rinse them clean in the far right sink with running cold water.

Set them on the counter to the right of the sinks to dry or hand-dry them.

Return to proper locations in the kitchen.

Mixing Chemical Solutions

All Purpose Cleaner

1 part Simple Green to 20 parts water in squirt bottles.

Glass Cleaner

1 part Glass Cleaner to 3 part water in squirt bottles (disregard instructions on bulk bottle).

Toilet Cleaner

Do not dilute... dispense Porcelain Cleaner directly in toilet bowl.

Mop Water

Approximately ¼ cup Synthetic Floor Cleaner to 2 gallons of water.

Washing Dishes

Turn on the dishwasher and let it run once to fill up with water.

Let it sit for 5-10 minutes while you scrape dishes so it can warm up to temp.

Rinse and scrub all dishes until there are no food particles left on the dish.

Stack dishes up in the dishwasher trays.

Put tray with dishes into the dish washer and run it.

Let dishes air dry or hand dry them after they come out of the washer. (caution: dishes will be hot.)

Return to proper locations in dining room.

Turn the machine off.

Drain the machine and clean out the food traps in the bottom.

Deliming the Dishwasher

Turn on the dishwasher and let it run once to fill up with water.

Let it sit for 5-10 minutes so it warms up to temp.

Remove the solid Powerscrub canister from its holder.

Pour a gallon of lime away into the machine and run the machine for 15 minutes.

Drain the machine and fill it with fresh water and run it again to rinse the Lime Away out. Drain and rinse twice.

Turn the machine off.

Return the solid Powerscrub canister.

Drain the machine.