

## **Every shift**

At the beginning:

1. Put your belongings away safely (initially behind the kitchen door, prop the kitchen door open with a fire extinguisher)
2. Put your phone in your pocket
3. Put on your apron

During and at the end:

1. Carry out your chores and log in the 'chores' part of the log book
2. Log any events/issues into the 'hand over' part of the log book
3. Log any donations in the 'money' part of the log book, and put them in the money box in the filing cabinet
4. Keep the cafe tables and floor clean – wipe up spills etc.
5. Keep the kitchen clean on an ongoing basis
6. Check urn and add water when necessary (no need to fill it up, just a couple of kettles' worth)
7. Pass on your apron to the next person or, if it is too dirty, put it in the box under the kitchen counter

## **7-11am shift chores**

1. Keep doors locked until you have done the following
  - Turn on the lights
  - 'At the beginning' bits above
  - Check and record the temperature of the fridge in the 'kitchen' part of the log book
2. Make sure that there are several kettles' worth of water in the urn and then turn it on (no need to fill it to the top). The round red light should come on. If it doesn't, try pressing the reset button under the urn. If that doesn't work, use the kettles
3. Unlock the door
4. Bring out biscuits, fruit etc., put them on the table

## **11am-3pm shift chores**

(you guys are the big winners...)

1. Clean the toilet area including the floor
2. Check toilet paper: if there is none, put out paper towels instead
3. Note in the log book that you have done this

### **3-7pm shift chores**

1. Wipe the floor of the kitchen and café
2. Using the spray gun, spray the surface of every table, the kitchen counter, and all door handles; wait 5 minutes; and wipe down with paper towels. The spray is a commercial antibacterial product which needs 5 minutes to work, so do wait the 5 minutes.
3. Remove everything from the fridge, spray etc. as above
4. Note in the log book that you have done this
5. If you are the last shift, also do the 'last shift chores' and note in the log book that you have done this

### **7-11pm shift chores**

1. Pick up any food from local retailers and put out on the tables.
2. Log in the 'handover' part of the log book roughly what has been donated, so we can thank the retailers at the end of the month
3. If you are the last shift, also do the 'last shift chores' and note in the log book that you have done this

### **Last shift chores**

1. Throw out any sandwiches, pasties etc. that have been out on the tables (or take them home)
2. Throw out any other food with a 'use by' date of today (e.g. milk in fridge)
3. Put all other food away in the kitchen
4. Wipe the tables and kitchen counters
5. Clean any remaining mugs etc. The kitchen should be spotless.
6. Turn off the urn.
7. Put waste bag from toilet into kitchen waste bag. If there are sharps/needles in the toilet area (including in the toilet waste bag) use tongs to put the needles into the yellow sharps containers – both tongs and sharps containers are behind the kitchen door.
8. Turn off all lights