

Much like our behavior around the office, we need to be conscious of our habits in the kitchen. By following these simple kitchen rules, we can all exercise courtesy and keep the kitchen a pleasant environment that we can all enjoy.

Kitchen Rules

- Do not take or eat anyone else's food.
- If someone took your food, notify your director.
- Be courteous when placing your food in the refrigerator or freezer, so you can leave enough space for other employees.
- Scoop ice from the ice box using a cup instead of your hands.
- The refrigerator will be cleared every Friday evening. Remember to take your left-overs home for the weekend.

Refrigerator Rules

- If you drink the last of the coffee, make a new pot of coffee for others.
- When coffee, sugar or creamer spills on the counter as you pour it, wipe it clean.

Coffee Pot

- When you heat your food in the microwave, be sure to cover it with a lid or paper towel.
- When you finish heating your food, check to see if anything has spilled. If it has, clean it up immediately, before the next person uses the microwave.

Microwaves

- Do not leave dirty dishes, containers or utensils in the sink.
- Check to make sure the faucet is completely shut off.
- If you notice a clog, use the garbage disposal.
- Make sure you wash away all food residues.

Kitchen Sink

- Make sure you do not leave grease, crumbs or spilled liquids behind.
- Use paper towels or wet napkins to wipe your area after you are finished eating.

Countertops

- If the kitchen is crowded and you have finished eating, please offer your seat to someone else.
- Avoid having loud cell phone conversations in the kitchen.
- For quick sips of water, use small cups instead of large coffee cups.
- Remember to keep the kitchen door closed at all times.
- Push your chair in when you finish eating.
- Keep all cabinet doors closed.

Other Important Rules