Floor Pantry Standard Operating Procedures (SOP)

2018-09-02

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| **Part 1. Using Floor Pantry** |
| **Mission** | **Item** | **Person in Charge** |
| Storage | 1. Students attach a label on the food/sauces/ kitchenware, which should contain information about the owner’s name, contact number, and its expiry date.
2. Students seal the bag of their food or sauces.
3. Students put labeled food/sauces/ kitchenware in the refrigerator, closet or shelf depends on different storing ways.
4. Students should clean expired food by themselves.
 | All Students in CKPC. |
| Cooking | 1. Students close the door of the pantry in case the smell spread out to the whole corridor.
2. Students can open the air conditioner by using their own remote control.
3. Students can use common microwave oven, electromagnetic oven or their own kitchenware.
4. Students should be in the pantry while cooking. Be careful of the food in case any emergent situation appears.
5. Students need to clean the kitchen before leave.
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| Cleaning | 1. Students turn off the electromagnetic oven.
2. Students need to wash all dishes and pans they used.
3. Students need to throw the residue from the Sink strainer into the trash can.
4. Students need to wipe up all oil and water stains on the surface of electromagnetic oven and table.
5. Students throw all garbage in the trash can and move everything out of the table.
6. Students put chairs back in place.
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| Leave | 1. Students turn off the air conditioner.
2. Students open the windows.
3. Students turn off the lights.
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| **Part 2. RA/RT Regular Inspection of the Floor Pantry** |
| **Mission** | **Item** | **Person in Charge** |
| Checking the cooking area | 1. RA/RT should check cooking area once a week.
2. Checking the cooking platform and the kitchen sink
* RA/RT should check whether the stuff (e.g. microwave ovens, detergents) on the cooking platform are neatly placed on the platform.
* RA/RT should check whether these two items are cleaned.
* RA/RT should check whether the residue in the strainer is removed.
* If there is any dirty kitchenware which owner cannot be found, RA/RT should clean it up and give it to office.
1. Checking the cleaning supplies (e.g. detergents, cleaning clothes, tissues)
* RA/RT should check the consumption of the cleaning supplies. (e.g. the residual amount of detergent)
1. Checking the microwave ovens and the electromagnetic ovens
* RA/RT should check whether the number of ovens is correct.
* RA/RT should check whether every function of the microwave ovens and electromagnetic ovens runs well, especially those may influence the normal use of the machine (e.g. the on/off button).
* RA/RT should check whether the surface of electromagnetic ovens and the inside of the microwave ovens are cleaned.
 | **RA/RT** |
| Checking the storage area | 1. RA/RT should check storage area once a week
2. Checking the closets upon the cooking platform
* RA/RT should check whether the stuff in the closets are neatly placed. (e.g. private stuff isin the private area of the closets)
* RA/RT should check whether the stuff in the private stuff area is labeled.
* RA/RT should check whether the powdery stuff (e.g. spices, powders, salts) are sealed.
* RA/RT should check whether the stuff in the closets are out of date or already deteriorated.
1. Checking the refrigerators
* RA/RT should check whether the stuff in the fridge are neatly placed. (e.g. private stuff are in the private area of the fridges)
* RA/RT should check whether the stuff in the private stuff area are labeled.
* RA/RT should check whether the powdery stuff (e.g. spices, powders, salts) are sealed.
* RA/RT should check whether the stuff in the fridge are out of date or already deteriorated
1. Checking the shelves for the cooking supplies
* RA/RT should check whether the supplies in the shelves are neatly placed. (e.g. private supplies are in the private area of the shelves)
* RA/RT should check whether the supplies in the private stuff area are labeled. \*1
* RA/RT should check whether the supplies in the shelves are cleaned.
1. Checking the shelves for the sundries \*2
* RA/RT should check whether the supplies in the shelves are neatly placed.
1. RA/RT should remove expired food to the garbage can.
2. Anything that is not labeled will be removed to common area for public use, unless the owner can be found by RA/RT and label it properly in time.
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| Checking the infrastructure | 1. RA/RT should check infrastructure once a month.
2. Checking the dining tables
* RA/RT should check whether the tables are cleaned.
* RA/RT should check whether the stuff on the tables and the chairs are neatly placed.
1. Checking the floor
* RA/RT should check whether the floor is cleaned.
1. Checking the air conditioner
* RA/RT should check whether every function of the AC runs well, especially those may influence the normal use of the machine (e.g. the on/off button)
* RA/RT should close the AC before leaving the pantry or finding that others left pantry without closing it.
1. Checking the lighting system
* RA/RT should check whether the lighting system runs well. (e.g. light tube, switch buttons)
* RA/RT should close the lighting system before leaving the pantry or finding that others left pantry without closing it.
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The items that marked \* need to be discussed later because of following reason:

* The label on the cooking supplies may be washed out while washing the cooking supplies.
* Not all pantries have this item.