Global Gateways Program
Kitchen Policy/Guidelines

A Self-Service Kitchen
The GG residents are responsible for the condition of our kitchen, as such, it is a “self-service” environment that users are responsible for maintaining. UNC Charlotte housekeeping staff is only contracted for the cleaning of the floors. We are privileged to have a wonderful kitchen space but our privilege comes with responsibility: We must work together to create a sanitary environment.

To make sure that we have common understanding, below is an overview of the policy and guidelines for using our kitchen:

**Cabinets:**
Kitchen cabinets are available for resident use. Please keep in mind that there are a limited number of cabinets and the space is shared. Be sure to label your personal items with your name if you would not like them to be used by others. Some of the kitchen cookware, such as pots, pans, mixing bowls, and cutting boards, has been provided by the Office of International Programs (OIP). ANY items used should be cleaned and returned to the appropriate cabinet.

**Personal Kitchen Items:**
It is not permitted to use the space above the top shelves or the counter top space for storage of food, appliances, or cookware. Storage of personal kitchen items is not permitted in the community kitchen space. If you choose to leave any personal items in the community kitchen, you are doing so with the understanding that they may be used by all residents.

**Cleaning Supplies:**
The cabinet underneath the double sink holds the GG kitchen cleaning supplies. These supplies are for everyone’s use in keeping the kitchen clean. Please use these with discretion as they will only continue to be provided if they have an “appropriate life span”. Kitchen cleaning supplies are not to be used for room cleaning. Each resident is responsible for acquiring their own room cleaning supplies.

If you see that we are running low on kitchen cleaning items, please notify Ogechi.

**Community Food/Shared Items:**
If you bring in food to share or have leftovers for others to enjoy, mark the food item with a “community” label and include a sign on the refrigerator door or beside the food item on the kitchen table. There is tape/stick’em/marker supplies in the mini drawer beside the sink for your use.

The individual sharing food is responsible for checking on the status of the food item at the end of the day and disposing of any uneaten food. The last person to eat a “shared food” item should wash the dish and/or throw away the container as appropriate.

**Dishes:**
There is a dishwasher in the GG kitchen. When having a large event, it is useful to use the dishwasher to clean up. It is not recommended to leave dirty (or simply rinsed out) dishes in the dishwasher BUT you should not run a load for only a couple of items.

In general, use the dishwasher when there is an event/program/community meal. Otherwise clean your dishes as you use them. **DO NOT leave dirty dishes in the sink**. Dishes should be washed, dried, and returned to their appropriate storage location. Abandoned dishes will be thrown away when found. Dish soap, sponges, and a drying rack are provided for your use.

**Trash/Recycling:**
UNCC Housekeeping staff are not responsible for removing kitchen trash or recycling. When the trash can is full, it is the responsibility of residents to remove it and replace it with a clean trash bag (provided by Housekeeping). Do not wait for someone else to take out the trash. If you see the trashcan full, do your part to keep the house clean and take the trash outside.

The **trash bag should be placed in the large black trash bins located on the left of the patio**, as you exit through the back door of the house. A separate recycling bin is not provided inside the kitchen. **Recyclable items should be placed in the large green recycling bins** located on the right side of the patio, as you exit through the back door of the house.
**Stove/Oven:**
Please use this appliance with caution. The stove and oven should NEVER be left unattended when in use. Any time either the stove or oven is in use, the exhaust fan should be turned on. The cleaning of the stove top and oven are also the responsibility of GG residents. The person using the stove/oven should clean it directly after use.

**Garbage Disposal:**
Please do not use the garbage disposal as a “trash can”. The purpose of the garbage disposal is to shred food waste so that it can pass through plumbing. **Any food waste that is big enough to be taken out of the sink and thrown away should be disposed of in the trash can.** No grease or fat should be put into the disposal since it will cause it to become clogged and unusable.

When using the disposal:
- run cold water down the drain the entire time the disposal is on
- keep disposer and water running for 30 to 60 seconds AFTER the waste matter has cleared the drain

Cold water keeps the disposal from overheating. It also lets the waste go down easier because the water is pushing it down. Please ask someone if you are not familiar with using a garbage disposal to provide some help. If in doubt, just throw waste out instead of using the disposal.

**Ice Machine:**
The ice machine is provided for quick and easy access to ice. There is a plastic scoop in the top drawer under the microwave. ALWAYS use the scoop to remove ice as it is not sanitary to use one’s hand. Periodically clean the ice scoop. If missing, please notify Ogechi.

**Labels:**
All food items, including items provided for community use, should be labeled. Markers, tape, etc. are provided in the kitchen. Clearly mark your food on the outside of its packaging or container.

**Microwave:**
The microwave is used for reheating food items. The microwave should NOT be left unattended when in use. After using, check for any spills, food splatter, etc. and wipe down the inside of the microwave for the next user.

**Reminder**—Only approved microwavable items should be placed in the microwave. Popcorn is allowed in the microwave as long as the microwave is **not left unattended** while it is still cooking, to avoid a mess or burns. If the smoke alarm is set off or if burnt popcorn is found in the kitchen, then popcorn will be banned.

**Refrigerator/Freezer:**
With 28+ users of the kitchen, each person is urged to only bring in a minimal ration of food for storage. When storing food in the community refrigerator, please limit your shopping to only what you will consume within 2 to 3 days. **ALL** food items (including condiments) kept in the refrigerator or freezer should be labeled (as individual’s or community use). The refrigerator will be cleaned out on a bi-weekly basis and anything that does not have a label or is clearly past its expiration date will be thrown away.

**Serving utensils, pitchers, etc:**
Clean (wash & dry) all items you use and return them to their proper places. All kitchen users are welcome to use the community utensils but they should not be removed from the kitchen. If community items are not cared for appropriately, usage rights will be removed.

**Kitchen table:**
Anyone who uses the kitchen table area or the dining table in the main common area, is expected to wipe down the kitchen table when finished.

**Special Event/Gathering:**
If interested in hosting a special gathering that requires groups of **10 people or more** to be in the kitchen, then permission to use the kitchen needs to be requested at least one work week in advance to the Graduate Assistant with copy to your RA. If approved, the requestor will be notified and a notice given to kitchen users (via email and/or note posted on refrigerator).

**Note:** Anyone using the kitchen for a special event is required to do a full kitchen cleaning (based on the cleaning guidelines) at the close of the event/program.
**Personal Responsibility:**
If you use the kitchen, please clean it. To have a full kitchen for your use is a privilege which can be revoked if it is not treated with responsibility and respect. Spills, crumbs, food scraps, and/or dishes in the sink that are not addressed will result in consequences for the entire community.

**Cleaning Schedule & Guidelines**
Kitchen users will be included in a weekly cleaning rotation. Each kitchen user is assigned one weekend cleaning rotation.

An assigned cleaning schedule is provided for individuals who use the kitchen. If the date assigned conflicts with a pre-scheduled obligation, then you can contact speak with a housemate to identify a date swap. Once arranged, notify the Graduate Assistant (and copy your RA) so the updated cleaning schedule can be posted.

A copy of the cleaning policy and schedule is posted below.

Clean-out will occur every weekend between the hours of 9:00am and 9:00pm either Saturday or Sunday. The individuals covering the cleaning shift noted below can select the day and time of day they will clean and/or predetermine what items will be cleaned by whom in advance to address the cleaning on the noted date (but not necessarily all at one time). If you happen to be using the kitchen for cooking purposes within this window of time, please be considerate of the assigned cleaning team and allow them to complete their cleaning checklist responsibilities.

**Cleaning Checklist:**
- Dispose of any items that are NOT MARKED in the refrigerator/freezer
- Dispose of any items in the refrigerator past their expiration date (even if marked)
- Shift around items as necessary for a basic wipe-down of refrigerator shelves
- Disinfectant cleaning of the counter tops
- Wipe down of the microwaves (including the sides & inner ceiling)
- Wipe down stove tops and inside of ovens
- Wipe down the top of the vent hood on the stove
- Check foil lining of burner coils AND recover if necessary
- Dispose of all trash in the kitchen trash bin (standard daily task but address if needed)
- Wash and dry all kitchen cloth items (i.e., towels/oven mitts/hot pads) PLUS the kitchen mats AND the living room blanket (green throw on the chair)
- Clean the garbage disposal. (Throw some ice down the drain and then run the disposal. Ice will knock off any debris buildup on the sharp edges that keeps them from grinding food properly.)
- Wipe down the table in the kitchen dining area
- Spot-check kitchen community cupboards (and organize/wipe out if necessary + discard expired/unlabeled items)
- Dust all furniture/lamps in main living area
- Wipe all table tops in main living area. Use the provided wood surface dusting items for the kitchen table and the main living room table as well as the common general tables
- Clean the mirrors (at front entryway & in the main living room)

**Cleaning Schedule:**

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**Reminder:** If for some reason you have a conflict and are not able to fulfill your cleaning responsibilities on the day that you have been assigned, it is up to you to collaborate with someone else in the house who is willing to switch. Please notify the Graduate Assistant via email (with copy to your RA) then post the changes to the schedule.