

1. Preamble

- 1.1 The kitchen in the Seniors Centre may be used by anyone who rents or uses one of the rooms in the Canmore Seniors Association Drop-In Centre.
- 1.2 This procedure provides guidance to all users of the kitchen in the Drop-in Centre.

2. Applicability

- 2.1 This procedure applies to all users of the kitchen in the Drop-in Centre.
- 2.2 Section 3.10 Supplies contains different procedures for members versus renters.

3. Procedures & Operating Instructions

- 3.1 This section contains information on the procedures and operating instructions relating to the operation of the kitchen and kitchen equipment.
- 3.2 Bunn Coffee Maker
 - .1 The coffee maker is to be plugged in 20 minutes before use.
Follow the coffee brewing procedure (See Appendix A) posted on the wall by the Bunn Coffee maker. Filters are stored on the shelf by the coffee machine.
- 3.3 Coffee Urns
 - .1 A drip-coffee maker and several different sized urns are available for use depending on the numbers of cups of coffee that are required. Instructions for use of the urns (See Appendix A) are posted on wall by the Bunn Coffee maker. After use, wash in hot soapy water. Urns are stored in the cupboard marked Coffee Urns and under the small sink.
- 3.4 Tea Pots
 - .1 To heat water plug-in the Bunn water system. Tea kettles are available to make tea. Tea pots and insulated carafes are stored In the cupboard marked Carafes, Tea Pots and Cozeys.
- 3.5 Microwave Oven
 - .1 A microwave oven is available for use.
- 3.6 Dishwasher
 - .1 Follow the instructions (See Appendix B) posted on the lid of the Dishwasher.
 - .2 If dishwasher soap and rinse are empty, please leave a note at the office.

3.7 Refrigerator

- .1 The refrigerator has NO freezer compartment. Ice-cubes and ice packs shall not be left in the refrigerator. The user shall clean up any spillage that occurs in the refrigerator.

3.8 Garland Warming Oven

- .1 The warming oven cannot be used to heat food. It can only be used to keep previously heated food warm. Follow the operating instructions (See Appendix D) posted on the front of the warming oven.

3.9 Kitchen Linens

- .1 Kitchen linens are available for use by members and renters.
- .2 Any kitchen linens used by members or renters, are to be laundered/cleaned and returned to the Drop-in Centre office within one week of use.
- .3 Tablecloths may be used by members ONLY. Used tablecloths must either be laundered by the member or laundered in accordance with PR-03 Tablecloth Laundering procedure and returned clean to the Drop-in Centre within one week of use.

3.10 Supplies

- .1 Coffee, tea, sugar, napkins, etc. are provided for members use only and are stored in the cupboard above the microwave. Additional supplies are stored in the cupboard below the microwave. Renters are expected to provide these items for their own use.
- .2 Additional cleaning supplies, paper towels, tissues are stored in the storage cupboard by the warming oven. Manual cleaning supplies are stored under the double sinks and may be used by members and renter.
- .3 Black garbage bags are stored under the small sink and may be used by members and renters.

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3.11 Utensils, Dishes and Cutlery

- .1 Utensils, dishes and cutlery must be washed after use following the dishwasher procedure (See Appendix B) posted on the dishwasher or the manual dishwashing procedure (See Appendix C) posted above the sinks and put away in the proper cupboards and drawers. Any breakage of dishes or equipment must be reported. Renters may be charged for replacement.

3.12 Garbage & Recycling

- .1 A large garbage receptacle is located under the dishwasher, as well as one in the hallway outside the door to the kitchen. It is the responsibility of users to take out all garbage and recycling. The key for the dumpster for garbage disposal only (located near the street on the northwest corner of the building) is located inside the cupboard, across from the microwave.

3.13 Cleaning after use

- .1 Floors to be swept. A broom and dust pan are behind the kitchen door.

3.14 Keys

- .1 Keys are available for tea hostesses and entertainment committee members to unlock storage cupboards.

3.15 Emergency Equipment Plan

- .1 A copy of the Emergency Exit Plan is posted on the cupboard door opposite the microwave.

REVISION LOG

REVISION No.	DATE	APPROVED BY:	REVISION DETAILS
0	Nov 10 th , 2014	CSA Board	Original issue of document
1	April 4 th , 2016	CSA Hospitality Committee	Multi changes to the procedure
2	August 16 th 2016	CSA Hospitality Committee	Added Appendix D to 3.8.1 Garland Warming Oven