Office of Religious and Spiritual Life
Kitchen Use Guidelines

The Chapel kitchen is open to students, student organizations, faculty & staff and used during public events such as weddings and memorial services. The Office of Religious and Spiritual Life welcomes individuals and groups to use the kitchen for food preparation. Because a number of different people use our facility, it is important that all groups adhere to certain guidelines that will help the Office of Religious and Spiritual Life maintain a safe, healthy and clean kitchen facility.

Cleanliness - All kitchen users are responsible for maintaining clean kitchen surfaces. We provide sponges, dish washing liquid and dish washer detergent in the sink area or under the sink. When you have finished using the kitchen, we ask that you remove remaining food or dishes from the sink. Feel free to use the dishwasher. The broom and dust pan are kept next to the refrigerator.

Appliances - The kitchen consists of an electric stove with two ovens, a refrigerator, toaster oven, microwave, garbage disposal, and dishwasher. All of the appliances are older and will require delicate care when using. When you are finished using an appliance, please remember to wipe it down.

Kitchen Utensils, Pots and Wares - Dishes and pots are kept in the pantry and should be stacked in an orderly and safe fashion. Pots can be placed on the hangers in the pantry as appropriate. Each of the kitchen drawers are labeled for quick retrieval or return of kitchen utensils. We ask that you not borrow or remove any dishes, containers, utensils, pots or pans from the Chapel building.

Cabinets - The kitchen is stocked with a variety of different seasonings which you are welcome to use. We ask that you put them back in the same cabinet after you use them. All other items in the kitchen should be returned to their respective cabinet after use.

Food Safety - Users are expected to practice safe food handling procedures at all times. Washing your hands before, during and after food preparation is the most important food safety precaution. Please clean up any spills immediately to prevent accidents. We have a selection of cutting boards that should be used for cutting or chopping foods. Never use the counter space for cutting purposes or to hold hot containers. Kitchen mitts are stored in the drawers under the countertop. Because there is limited refrigeration space, we ask that you remove any leftovers and cooking items that you may have brought with you.

Emergencies - If the fire alarm goes off due to excess heat or smoke (something burning on the stove or another appliance), the fire alarm will sound and the Fire Department will arrive to assess damage. A First Aid kit is available for your use and is located in Room B8 of the Chapel (on the shelf above the cabinets.)

For more information contact Kim Alston (ext. 2753 or kalston@smith.edu) or Maureen Raucher (ext. 2754 or mraucher@smith.edu)