

Cedarville Township Volunteer Fire Department

CTVFD Use of Kitchen Facilities Policy

2017

Purpose:

The use of the kitchen facilities is a privilege. This policy sets parameters for that privilege, aiming to maintain a professional atmosphere and well-disciplined membership. It will also provide accountability, give an opportunity to claim responsibility for sub-standard items, and establish a standard of courtesy to fellow members.

Policy:

- Before using the kitchen, check the two-month calendar in the hallway and the Google calendar to verify that you will not interfere with scheduled events.
- If you would like to reserve the meeting room or kitchen for a group activity, contact a chief officer so your requested event can be added to the Google calendar.
- Clean all counter-space and appliances that is/are not free of any mess or residue.
- After rinsing them free of any significant residue, place all dirty items in the dishwasher. If the dishwasher is full, start the wash cycle. If there are more dirty dishes than the dishwasher can hold, notify a chief officer per the system below, or wash them by hand.
- If you discover the dishwasher is done and clean, empty it and place all items where they belong.
- If you discover items creating offensive odors, dispose of them in the dumpster, outside.
- If you fill the trash, or discover it is full, replace the bag and put it in the dumpster, outside.
- Never leave a mess for anyone else to clean up, even if you did not create it.

Between 0800 and 2200 hours, notify a chief officer if you have left any items below standards. Outside of those times, leave an explanatory note on the Chief's desk that explains your plan to return the items to standard within four hours and

Corrective Actions:

- Failure to return the kitchen to standards within the allotted time will incur the following consequences.
- For a first offense, the member will receive a warning and will return the kitchen to standards.
- For a second offense, the member will return the kitchen to standards and will be indefinitely suspended from use of the kitchen. A chief officer may reinstate the privilege at their discretion.

April 21, 2015

Revised August 29, 2016

Revised February 17, 2017

Date: _____

Kyle E. Miller
Fire Chief
Cedarville Township Volunteer Fire Department