

Cal Teaching Kitchen
User's Manual

Nutritional Sciences & Toxicology
144 Morgan Hall

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Cal Teaching Kitchen (CTK) User's Manual

Table of Contents	Page
Standard Operating Procedures	1
Application	
Reservations	
Waiver Procedure	
Cost	
Maximum Capacity	
General Rules	2
Key Retrieval	
After Hours Policy	
Equipment/Supplies	3
General use	
Off Limits	
Supplies Needed	
Emergencies	4
Clean-Up	5
Waste disposal	
Spills/Breakage	
Checklist	
Follow-Up	5
Google Photos	
Users' Survey	

Appendix A: Waiver of Liability

Appendix B: CTK Layout

Cal Teaching Kitchen (CTK) User's Manual

Thank you for interest in using our facility.

Standard Operating Procedures

Application/Permission Documentation

1. At least one member must read the CTK User's Manual. <https://nst.berkeley.edu/teachingkitchen>
2. Submit an e-signature to the Waiver in Google Form, in the CTK User's Manual <http://goo.gl/forms/ZQnCBAX82ZeV7ZzJ3>
3. Complete the [self-guided training](#)
5. Submit a complete roster of all CTK participants for event
6. Include the contact information of the person who will act as the ServSafe® Manager for your group

NOTE: No **student groups** during the summer.

Reservations

Check CTK calendar at: <https://nst.berkeley.edu/teachingkitchen> or <http://bit.ly/1NqQ1zN> for availability and contact calteachingkitchen@berkeley.edu to request a day and time. Please allow a leave 30-minute window between reservations on calendar. Make requests at least two weeks in advance.

A group may use the CTK a maximum of four times per semester if the CTK is left in the proper condition each time.

Waiver Procedure

A copy of the waiver (Appendix A) must be completed and signed by each participant before using the CTK. Participants need only complete one waiver per year if using the CTK on multiple occasions. Please place waivers in CTK box located in the mailroom at 114 Morgan Hall before the event begins.

Cost

The CTK is free for all campus groups; however, we encourage donations of paper towels, soap and sponges to keep the CTK a free resource.

Maximum Capacity

18 cooks and 2 facilitators

LACK of ADHERENCE to the CTK RULES or CLEANING REQUIREMENTS may RESULT in CTK PRIVLEDGES being REVOKED.

Cal Teaching Kitchen (CTK) User's Manual

General Rules

- ✓ Be aware and alert
- ✓ Wear close-fitting sleeves and close-toed shoes; aprons and hairnets/ball caps are encouraged
- ✓ Practice good hygiene; wash hands frequently
- ✓ Bring all food necessary and take all food upon leaving – pack in and pack out
- ✓ Keep flammable objects clear of the stove.
- ✓ Never leave cooking unattended; turn off stoves, ovens before leaving the CTK
- ✓ Heat oil slowly - start with moderate heat; never leave heating oil unattended
- ✓ Smother a grease fire with a lid; never use water
- ✓ Use ice or cool water to soothe minor burns
- ✓ Stop, drop, and roll if clothing catches fire
- ✓ Use the fire extinguisher if necessary; Pull, Aim, Squeeze, and Sweep (PASS)
- ✓ Do not overload electrical outlets
- ✓ Operate microwaves safely - use oven mitts for dishes; close the door on a fire; never use any metal
- ✓ Use only the allowed equipment/supplies; observe marked items
- ✓ Use good knife skills. <http://www.youtube.com/watch?v=zGQltxIipFg>
- ✓ Keep appliances clean while cooking
- ✓ Clean CTK after use and dispose of waste properly (p.5)
- ✓ Complete the inventory/checklist hanging on bulletin board before leaving the CTK.
- ✓ Do not walk into 138 Morgan- the lab attached to the CTK

Key Retrieval and Deposit

Contact the CTK Student Coordinator at calteachingkitchen@berkeley.edu.

The CTK key is kept in a lockbox in the CTK mailbox in 114 Morgan Hall. The CTK Student Coordinator will give you the code to the box once your event has been approved.

The mailroom will only be open during business hours (8:00 AM to 5:00 PM). If the mailroom is closed, lock the kitchen and return the key to the lockbox the following day using the same code.

Please do not ever remove the lockbox from the mailroom.

After Hours Protocol (after 5:00 PM)

- 1) Email indicating the date, time of CTK use and a list of participants to:
 - Facilities cnrfa_mgmt@berkeley.edu,
 - NST Office Manager nlowy@berkeley.edu
 - CTK Student Coordinator calteachingkitchen@berkeley.edu
- 2) Return Key return to lockbox in CTK mailbox in 114 Morgan Hall the next business day
- 3) Email to notify CTK Student Coordinator after returning key

Equipment/Supplies

General (available for use)

- Items on Inventory Sheet (sheets hanging on bulletin board in CTK) and any equipment, unless marked
- All appliances cook-tops, sinks unless marked
- All dishes in plate-ware cupboard next to the food storage, unless marked
- Any additional equipment in equipment closet, unless marked
- Knives in drawers in the long desk ("H", see Appendix B)
- Tables and chairs
- Trash can
- Sponges, dish soap, hand soap, paper towels
- Broom, dustpans

Off Limits

- Pantry items
- Refrigerator items
- Cloth towels
- Off-limits sink ("M", see Appendix B)
- Aprons/lab coats found in CTK

Supplies to be provided by Group

- Ingredients for cooking
- Hairnets or hats, aprons
- Cloth towels for cleaning, if desired
- Paper plates if preferred
- Tupperware, foil or plastic wrap for leftovers
- Sponges, soap and paper towels to replenish the CTK inventory, requested

Emergencies

All injuries should be reported to calteachingkitchen@berkeley.edu for documentation.

For a life-threatening emergency:

Department	Telephone number
Emergency Dispatcher	911 (campus phone, or public phone)
Richmond Fire Department Dispatcher	510-233-5223
Environment, Health & Safety (EHS) (chemical spills/hazards)	510-642-3073
University of California Police Department (UCPD)	510-642-3333

**Please note that calling 911 from a cell phone will go directly to the California Highway Patrol
If only a cell phone is available, call UCPD, the Fire Department, or EHS directly*

For a non-life threatening emergency:

Department	Telephone number
UCPD Dispatch	510-642-6760
RFS Security Patrol	510-665-2132
RFS Security Patrol Officer Guard House	510-665-2133
Environment, Health & Safety	510-642-3073 (regular office hours) 510-642-3333 (off hours)
Medical Facilities	Phone Number
Kaiser Hospital, Richmond open 24 hrs., 7 days/week	510-307-1566
Tang Center, 2222 Bancroft Way Monday - Saturday 8am to 5pm (Monday - Friday during summer)	510-642-2000
Tang Center Urgent Care Monday - Saturday 8am to 8pm (Monday - Friday 8am to 5pm during summer)	510-642-3188
Alta Bates Medical Center, 2450 Ashby Ave. open 24 hours, 7 days/week	510-240-4335

Cal Teaching Kitchen (CTK) User's Manual

Clean-Up

Waste Disposal

Please dispose of waste properly.

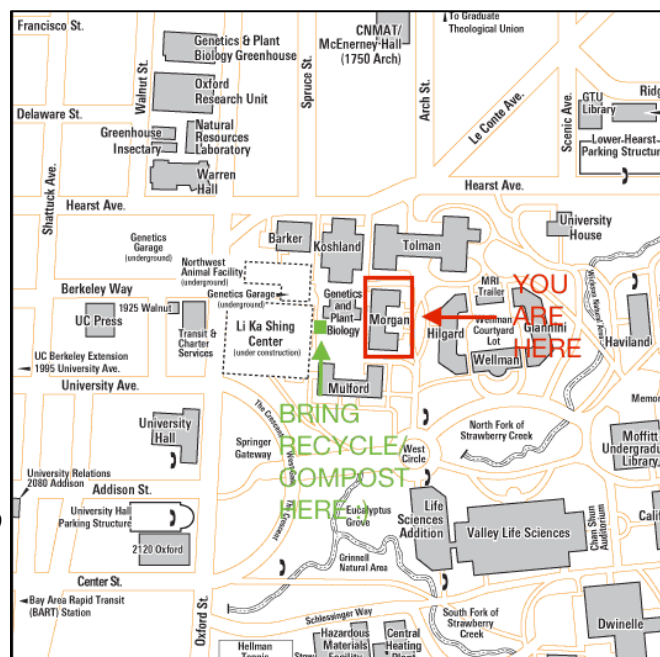
Recyclables/Compost: take to Brown's Café (in appropriate bins) located west of Morgan Hall.

- Green bin: Compost (food scraps, paper, etc.)
- Blue bin: Recyclables (cans/bottles, cardboard, etc.)

Place trash can by CTK door before exiting; put any cardboard behind trash can for recycling.

Spills/Breakage

- Small and harmless spills: clean and dispose of materials properly
- Cleaning supplies are located under the sink at Station 9
- Large and/or potentially harmful spills: Contact Eddie Cazarez at 510-643-2606
- Any broken items must be noted on inventory sheets; group will be responsible for replacement costs



Checklist before leaving the CTK

- All equipment, plate ware, and flatware, cleaned and returned to proper location
- Food, beverage waste and trash disposed of properly
- Sinks and drains cleaned and wiped dry with no remaining debris
- Stovetops and countertops wiped with sanitizer
- Floors swept, and brooms returned to original site
- Sponges wrung out and left to dry
- Cleaning supplies returned to cabinet under sink at Station 9
- Knives returned to locked drawers and keys put in specified site
- Nothing left in CTK that was not there originally
- CTK lights off and door locked upon leaving

Follow-up

Google Photos

If any pictures are taken of the event, please share them! We hope to gather pictures of groups using the space for future CTK fundraising. Feel free to create a "new folder" and upload a maximum of five pictures into the [Photos of CTK in Action Google Drive Folder](#).

Users' Survey

Please complete the survey about the CTK experience. We are working to make the CTK accessible to all groups on campus and appreciate any input.

<https://www.surveymonkey.com/r/BRCR3B9>

Appendix A: Waiver

Participant's name: _____

Please Print

UNIVERSITY OF CALIFORNIA,

Waiver of Liability, Assumption of Risk, and Indemnity Agreement

Waiver: In consideration of being permitted to participate in any way in

Write event name in this box

hereinafter called "The Activity", I, for myself, my heirs, personal representatives or assigns, **do hereby release, waive, discharge, and covenant not to sue** The Regents of the University of California, its officers, employees, and agents from liability **from any and all claims including the negligence of The Regents of the University of California, its officers, employees and agents**, resulting in personal injury, accidents or illnesses (including death), and property loss arising from, but not limited to, participation in The Activity.

Signature of Parent/Guardian of Minor Date

Signature of Participant Date

Assumption of Risks: Participation in The Activity carries with it certain inherent risks that cannot be eliminated regardless of the care taken to avoid injuries. The specific risks vary from one activity to another, but the risks range from 1) minor injuries such as scratches, bruises, and sprains 2) major injuries such as eye injury or loss of sight, joint or back injuries, heart attacks, and concussions to 3) catastrophic injuries including paralysis and death.

I have read the previous paragraphs and I know, understand, and appreciate these and other risks that are inherent in The Activity. I hereby assert that my participation is voluntary and that I knowingly assume all such risks.

Indemnification and Hold Harmless: I also agree to INDEMNIFY AND HOLD The Regents of the University of California HARMLESS from any and all claims, actions, suits, procedures, costs, expenses, damages and liabilities, including attorney's fees brought as a result of my involvement in The Activity and to reimburse them for any such expenses incurred.

Severability: The undersigned further expressly agrees that the foregoing waiver and assumption of risks agreement is intended to be as broad and inclusive as is permitted by the law of the State of California and that if any portion thereof is held invalid, it is agreed that the balance shall, notwithstanding, continue in full legal force and effect.

Acknowledgment of Understanding: I have read this waiver of liability, assumption of risk, and indemnity agreement, fully understand its terms, and **understand that I am giving up substantial rights, including my right to sue.** I acknowledge that I am signing the agreement freely and voluntarily, and **intend by my signature to be a complete and unconditional release of all liability** to the greatest extent allowed by law.

Signature of Parent/Guardian of Minor Date

Signature of Participant Date

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Appendix B: CTK Layout

