

Cal Teaching Kitchen User's Manual

Nutritional Sciences & Toxicology
144 Morgan Hall

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If you still have questions after reviewing this manual, contact
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Cal Teaching Kitchen (CTK) User's Manual

Introduction and FAQ

Thank you for your interest in using our facility. Here are FAQs regarding the kitchen.

1. What groups can use the CTK and under what parameters?

- **Base Requirement: For all groups using the CTK, at least one group member must have read and signed the CTK User's Manual signature of agreement (page 13) and completed the Self-Guided Training. Additionally, every person using the CTK must sign the Waiver of Liability (page 14).**
- **Student groups:** Base requirement and at least one member must be certified as a ServSafe[®] Manager (NOT food handler) or a faculty member must be present. During the summer, a staff or faculty member must be present.

2. Who do I contact about Teaching Kitchen availability?

- The CTK calendar is located at: <http://bit.ly/1NqQ1zN> (if the link doesn't work, then copy and paste the link into your web browser). Review the calendar for availability and contact calteachingkitchen@berkeley.edu to request a day and time. Please leave 30 minutes between previously scheduled reservations and your request. Reservation requests must be made at least 2 weeks in advance.

3. How does the kitchen need to be left after use?

- The CTK must be left exactly the way it was found. See page 3 and 9 for details.
- **IF YOU DO NOT ADHERE TO THESE RULES OR CLEANING REQUIREMENTS YOUR ACCESS TO THE KITCHEN MAY BE REVOKED.**

4. How do I obtain the key to use to the kitchen?

- You can obtain the key by contacting the teaching kitchen coordinator, calteachingkitchen@berkeley.edu. Be respectful of their hours and connect about picking up the key at least 2 weeks in advance.

5. Is there a fee to use the kitchen?

- There is no fee to use the kitchen; however, in order to keep the teaching kitchen a free resource, donations of paper towels, soap, and sponges are encouraged.

6. How many people can be in lab at one time?

- The kitchen has a maximum capacity of 18 cooks and 2 facilitators.

7. How many times can our group use the kitchen?

- A maximum of four times per semester, assuming that the kitchen is left in the proper condition each time.

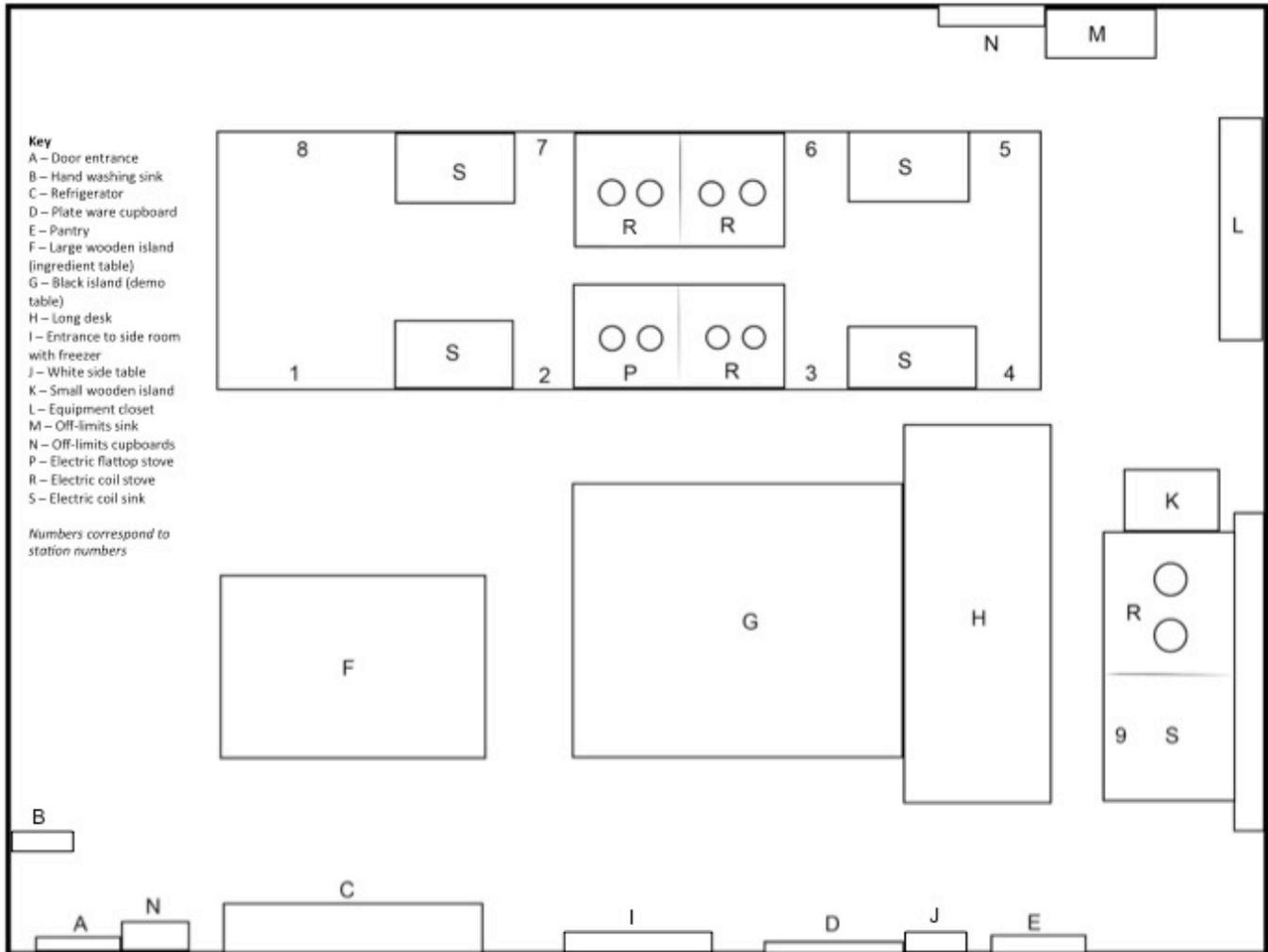
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Kitchen Lab Rules

1. Facilities must be alerted if the kitchen is used after normal business hours. See page 12 for details.
2. Only up to 18 cooks and 2 facilitators are allowed in the kitchen at one time.
3. Be aware and alert.
4. Don't leave cooking unattended and remember to turn off all stoves when you leave.
5. Wear close-fitting sleeves and close-toed shoes. Aprons and hairnets are recommended and encouraged.
6. Bring all food necessary for what you are preparing and take all food with you when you leave – pack in and pack out.
7. Keep appliances clean - wipe all appliance surfaces and ovens regularly.
8. Clean up after yourself and dispose of waste properly. This includes cleaning out sink drains, wiping down counters, washing, drying, putting away dishes, wringing out sponges, sweeping, and placing the trashcan behind the door before exiting. Compost/recycling can be disposed of in the bins outside of brown's café. Please make sure you leave the kitchen the way you found it and store equipment properly.
9. Abide to what equipment can and cannot be used.
10. Adhere to the dress code: Clothes with tight-fitting sleeves, close-toed shoes, aprons, hairnets or hats, avoid long jewelry that can get caught.
11. Practice good hygiene.
12. Know good knives skills. Watch this video for some basics and be aware that if you're just starting out, you'll be going much slower and that we do not sharpen knives in the CTK: <http://www.youtube.com/watch?v=zGQltxlipFg>
13. Keep flammable objects clear of the stove.
14. Do not overload electrical outlets with too many plugged in items.
15. Operate microwaves safely - use oven mitts if plates are too hot and close the door on any microwave fires.
16. Turn pan handles inwards to avoid knocking over a pan in passing.
17. Heat oil slowly - start with moderate heat and never leave heating oil unattended.
18. In the event of a grease fire, smother it. Never pour water over a grease fire.
19. In the event of a burn, run cool water over it for 10-15 minutes.
20. Stop, drop, and roll if your clothing catches fire.
21. Use the fire extinguisher if needed. Pull, Aim, Squeeze, Sweep (PASS).
22. Do not walk through the Teaching Kitchen (144 Morgan) into 138 Morgan.
23. Respect the kitchen as well as your peers.

Teaching Kitchen Layout



Equipment, Access, and Ingredient Storing Policy

Key to the Teaching Kitchen

You can obtain the key by contacting calteachingkitchen@berkeley.edu, the teaching kitchen coordinator. Please be respectful of her hours and connect with her about picking up the key at least 2 weeks in advance.

What CAN be used:

- All items on the inventory sheet (page 5) and special equipment list (page 9)
- All appliances, cook-tops, sinks, dishes in the plate ware cupboard next to the food storage (“D” on layout), and additional equipment in equipment closet (“L” on layout). A key to the cupboard and closet can be found in the white side table next to the food storage (“J” on layout)
- Knives in the locked drawers in the long desk (“H” on layout). Knives must be locked away after use. A key to the knife drawer can be found in the white side table next to the food storage (“J” on layout)
- Tables and chairs
- Trash can: Please place this by the door before exiting, any recyclable cardboard may be tucked behind trash can for recycling
- Sponges, dish soap, and hand soap
- Aluminum foil, plastic wrap, and Ziploc bags
- Aprons (use the black aprons, throw in dirty towel bin when soiled), broom, dustpan

What is NOT available for use:

- Ingredients in the pantry
- Ingredients in the refrigerator
- Cloth towels
- Anything in the “off-limits” cupboards and sink (“N” and “M” on layout)

What you should bring:

- Your own ingredients for cooking
- Paper towels or cloth towels for cleaning up
- Paper plates if you would prefer to use these
- Hairnets or hats for your group
- Tupperware to take home leftovers
- Sponges, soap, aluminum foil, plastic wrap, Ziploc bags, and paper towels to add to our inventory
- If your group is using the CTK after business hours, a copy of the email that was sent to facilities indicating the days and time of allowed use.

Ingredient Storing Policy

Ingredients may be stored in the Teaching Kitchen up to 24 hours in advance on a case-by-case basis, depending on availability. Contact calteachingkitchen@berkeley.edu if you are interested requesting ingredient storage. Note: This is not always an option and it is preferred that you bring ingredients immediately prior or at the same time you use the kitchen.

Inventory Sheet

Each station should have a set of the following items. Please be respectful of this and put them back in the correct location.

- 4 custard cups
- 1 cutting board
- 1 double boiler set with lid
- 1 set of measuring spoons
- 1 set of dry measuring cups
- 1 rubber spatula
- 1-2 metal spatulas
- 1 quick read thermometer (meat thermometer)
- 1 high temperature thermometer (candy thermometer)
- 1 wire whisk
- 1 vegetable peeler
- 1 large serving spoon
- 1 large slotted spoon
- 2 wooden spoons
- 1 pair of tongs
- 1 grater
- 2 of each:
 - table knife
 - spoon
 - fork
- 1 ruler
- 1 set of electric hand beaters
- 1 pastry cutter
- 1 potato masher
- 2 liquid measuring cups: 1 cup and 2 cups
- 1 set of mixing bowls (small, medium, large)
- 1 muffin tin
- 1 8-inch frying pan
- 1 sifter
- 1 rolling pin
- 1 baking sheet
- 1 silpat mat
- 1 cooling rack
- 1 colander
- 2 pot holders
- 1 pastry brush

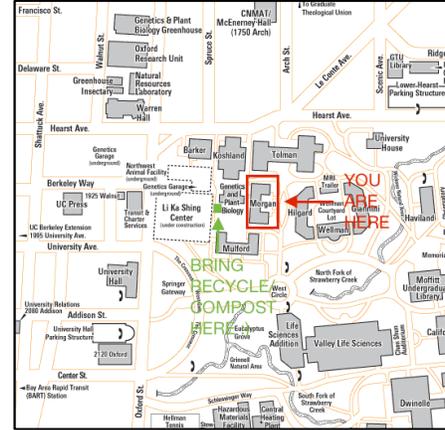
Waste Disposal

Please dispose of waste properly.

Recyclables/Compostables: Bring to brown's café (in the appropriate bins) located down the stairs and just west of Morgan Hall.

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

Trash: Place trash can by the door before exiting, any recyclable cardboard may be tucked behind trash can for recycling.



Spills/Breakage

- Small and harmless spills: Wipe up and clean. Cleaning supplies are located under the sink at Station 9.
- Large and/or potentially harmful: Contact Eddie Cazarez at 510-643-2606. If anything breaks during the spill, please also contact Eddie.

In Case of Emergencies

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

If it is a *life-threatening emergency*:

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

**Please note that calling 911 from a cell phone will direct you to California Highway Patrol. If you only have access to a cell phone, please call UCPD, the Fire Department, or EHS directly (depending on the emergency).*

If it is *non-life threatening*:

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

Checklist for Leaving the Kitchen

- Wash and dry all equipment, plate ware, and flatware. Store everything exactly where you found it.
- Remove all food and beverage waste and trash.
 - Although there is no composting in Morgan Hall, brown's café is the nearest location with composting/recycling (see page 6 for a map of campus). We encourage you to compost any food waste and recycle all recyclable items.
 - All food and beverage trash must be bundled and removed from the building at the conclusion of the meeting.
- Make sure the sinks and sink drains are clear of food and cleaned. Scrub the sinks so that no debris remains. All cleaning supplies can be found under the sink at Station 9.
- Wipe all stovetops and countertops down with cleaner.
- Sweep the floors and make sure there is no trash remaining.
- Wring out the sponges very well so that they dry.
- Put the knives away.
- Lock all cupboards and cabinets that have been opened and return key.
- Throw any dirty aprons in the dirty towel bin.
- Make sure the door is locked behind you and the lights are turned off when you leave.

After You Use the Kitchen

Please complete the survey at <https://www.surveymonkey.com/r/BR3CR3B9> within 2 weeks after you use the Cal Teaching Kitchen.

IF YOU DO NOT ADHERE TO THESE RULES ON PAGE 3 OR CLEANING REQUIREMENTS ABOVE YOUR ACCESS TO THE KITCHEN MAY BE REVOKED.

Special Equipment Sheet

Equipment	Function of Tool
Apple corer	A tool used to cut apples and remove the core with seeds out with one cut
Beaters (hand or electric)	Can be electric or done by hand Used for the repetitive actions of stirring, whisking, or beating
Double boilers	A double-walled cooking pot with water in between the walls which limits the maximum temperature to the boiling point of the water
Food processor	An appliance similar to a blender that has interchangeable blades and disks The bowls are wider and shorter Can liquefy foods or mix soft foods together
Immersion blender	Used to blend or puree ingredients in the container in which they will be prepared in
Infrared thermometer	Used to measure temperature by judging thermal radiation from the object Can be used to measure temperature from a distance
Line spread grids and cylinders	Measures the viscosity of foods based on their ability to spread on a flat surface Method of use: place the line spread apparatus on a flat surface, put the food to be measured in the cylinder in the middle, then lift the cylinder to see how much the food spreads
Measuring cups (liquid or dry) and spoons	Measures the volume of a liquid or bulk dry cooking ingredient (can cups/tbsp./tsp. scoops or a transparent glass jug with marks on the side)
Meat thermometer and candy thermometers	A probe that can be inserted into meat or candy in order to judge the temperature of the product
Plastic and wooden cutting boards	Surfaces on which vegetables/meat/other food can be cut with a knife
Potato masher	Used to crush soft foods into a mushy substance Consists of a handle that is perpendicular to the mashing head, which is usually in a zigzag shape

Equipment	Function of Tool
Pressure cooker/canner	Used for canning vegetables, meats, poultry, and seafood Also used for preserving fruits, jams, jellies, pickles, and salsa Functions by using water in a sealed vessel
Refractometer	Used to test sugar content of high sugary items such as maple syrup, jams, jellies, etc.
Sifters	Separates wanted materials from unwanted materials based on size Usually uses a woven screen such as a mesh or net
Silpat mats	Silicone mats that are used in baking provide a non-stick surface
Stove with electric coil burner	Cooking surface on which a pan/pot can be placed in order to heat or cook food Coils heat up at the bottom
Stove with electric flat top	Cooking surface on which a pan/pot can be placed in order to heat or cook food Electricity powered, so no need for coils
Strainers (colanders)	Used to separate solid foods from water or other liquids

Permission Documentation

Signature of Agreement

At least one member of the group using the kitchen must fill and sign the electronic signature of agreement form located at: <http://goo.gl/forms/ZQnCBAX82ZeV7ZzJ3> (if the link doesn't work then try copying/pasting the link into your web browser)

This must be completed whenever that member leaves the group or campus with a new, active member. Verbiage for agreement form is below.

This is the conclusion of the Cal Teaching Kitchen User's Manual. By signing here, you are confirming that you have read all aspects of the manual thoroughly and completely understand the terms of using the kitchen, which include completion of the Self-Guided Training by at least one participant and signed liability waivers for all participants. You also understand that if you do not adhere to the kitchen rules or cleaning requirements, your access to the kitchen may be revoked. If you need a copy of the self-guided training, please visit <https://nst.berkeley.edu/teachingkitchen>.

Waiver of Liability (Next Page)

A copy of this waiver must be completed and signed by every participant before using the kitchen. Participants need to complete one waiver per year if using the kitchen on multiple occasions. Please deliver waivers to 229 Morgan (slip under door if no one is there).

Alerting Facilities if Using the Teaching Kitchen After Business Hours

Normal business hours are 8:00am – 5:00pm Monday through Friday. If using the CTK after these hours, a late closure of the building must be requested. To do this:

1. Send an email to calteachingkitchen@berkeley.edu at least 2 weeks prior to your event with the time of the event and requested closure time (should be no more than 30 minutes after the start of your event) as well as the group and student in charge of the group.

Example email (*Subject: Late closure of building request - Morgan Hall*)

Attention Facilities:

I am writing to request a late closure of the Cal Teaching Kitchen (144 Morgan) on May 17, 2016. Our event is from 5:00pm – 7:00pm and we would like to request that the building remain open until 5:30pm.

Group: Cal Students Love Cooking Club

Student in charge: Grace Eatsalot

2. Before the event, you will be copied in on an email alerting facilities (cnrfa_mgmt@berkeley.edu) of the late closure. Print a copy of this email and have with you at the event to show facilities if they come into the CTK and request to close up prior to the end of your event.

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

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

Vol Waiver 7/01