

# Common for all shifts

## **The three laws of shift karma**

- Empty the trash bins both in the kitchen and the cafe and take out cardboard
- Keep a clean kitchen and café
- Buy milk, so there is plenty for the next shift

Please show up to your shift **at least 10 minutes before** it starts, so the previous shift can leave in time for their lectures etc.

## **Take care of the cafe and kitchen!**

When you are on shift, you have the responsibility for the cafe area and the kitchen are taken care of and always stays operational and clean!

This includes but is not limited to:

- **Hygiene and food administration**

- Keep a good hygiene, wash your hands regularly
- Make a *shift report* during your shift and if you encounter any errors, fill out a *Kitchen Report*

- **Cleaning**

- Empty the trash bins both in the kitchen and the cafe and take out cardboard
- Clean surfaces and desks so the kitchen remains shiny

- **Others**

- Check-in on the iPad
- Buy milk, so there is always 15 liters left in the fridge

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