Yost, Murray, East House Kitchen Manager Expectations

Yost, Murray and East Houses have an open kitchen meal plan. Stanford Dining provides meals and clean up Sunday through Thursday, and the kitchen managers buy food for the weekends. It is the responsibility of the Kitchen Managers to:

1. Stock the open kitchen and be responsible for its overall cleanliness.
2. Establish the parameters and schedule for kitchen duty that the residents will follow.
4. Attend staff meetings, house meetings, house functions and activities.
5. PURCHASING: Use Pcard Purchase items within budget.
7. Turn in receipts IMMEDIATELY.
8. Take care of pcard number. Do not use for personal accounts or house functions.
9. Murray—Special Attention to dish washing and clean up on the weekends.
10. Train all residents on use of the kitchen, and how to clean up.
11. KM’s report to Stanford Dining AND to the House RF’s.
12. Communicate with Shift Lead as soon as possible for special events, BBQ’s, snow trips, Weekend Trips.
13. Work with RA’s to coordinate food for these trips. One weekly meal will be used for snow trips, so names and SUID numbers of those participating will need to be submitted to Shift lead 3 days prior to the event.
14. Attend training at beginning of School Year.
15. Have current California Food Handler’s Card.
16. Be a team player.