

Kitchen Clean-up Duties

When on Clean-Up: discuss with your partners who will be responsible for what so that nothing gets missed

Daily

- Wipe tables, counters, and inside/outside microwaves
- Put any dishes/glasses/cutlery in the dishwasher and start the dishwasher; empty dishwasher in the morning, clear dishracks
- Arrange chairs
- **End of Day:** put used towels in bin under the sink.
Start of Day: take 2 fresh towels out

Weekly

- Take soiled towels home to launder, return on Monday
- Check fridge and toss old/expired food
- Quick wipe-down of the inside of the fridge (shelves, drawers, door compartments)

