

## A Welcome Note from the Stagedoor Head Chef

Welcome to your summer at Stagedoor, the following is a brief list of items that will be useful in your role as kitchen staff and a list of the rules of a kitchen for those of you who have not previously worked in a professional kitchen.

### Items to bring:

1. **Work clothes**, this consists of at least two pairs of full length work trousers/ jeans and work tops and a pair work shoes or boots, any items of work wear you do not bring or are inappropriate must be bought in America, you will not be allowed to work if you do not have suitable clothing.
2. **An alarm clock**, the working day for the kitchen starts earlier than the rest of camp so bring a clock to get yourself up in the morning.

### The General Rules of the kitchen

1. **The kitchen is to be kept spotlessly clean and tidy at all times!** This includes: all work surfaces and tables, all utensils i.e. knives chopping boards etc all pots and pans, the floor, all coolers/freezers and store rooms, stoves ovens etc.
2. **You are responsible for your own work area.** The area in which you are or have been working is your responsibility. Clean up after yourself; put things away when not in use.
3. **The work comes first.** The kitchen is a busy place and with so much work to do the rule is work first play later.
4. **No breaks until the work has finished.** Before any break and at the end of the day the kitchen is to be clean, all washing up is to be finished, floors swept, any stores to be in their proper place and no-one is to leave until the head chef has said it is Okay to do so.
5. **No one to take unauthorized breaks.** This includes cigarette breaks for any smokers; all breaks are taken only at the permission of the head chef.
6. **No one is to return from a break late**, if any individual is late without a good explanation the entire kitchen crew will have shorter breaks, remember **YOU ARE A TEAM!**
7. **No shouting, swearing or bad attitude in the kitchen** at any time (or anywhere else in camp...Camp Owners policy: "No Yelling"), it will not be tolerated!
8. **If you do not understand, ASK.** If you do not understand how to do something you have been asked to do ask the head chef, don't guess and don't stand around doing nothing ask!
9. **If you have a problem discuss it with the head chef**, problems can arise at times and the first thing to do is ask the head chef for help, it is part of their responsibility.
10. **Work smart, work fast, work clean.** The kitchen is a busy place and the better we work as a team the easier it is for all of us.
11. **Rotate all foodstuffs.** As deliveries of food arrive at the kitchen, always use the oldest first in order that food is not allowed to go bad and be wasted!
12. **You must be clean and tidy at all times.** You must wear clean clothes daily, shower daily, use an apron and wash your hands frequently.
13. **No eating in the kitchen WITHOUT EXCEPTION.** This includes snacking and nibbling, only eat at mealtimes or breaks
14. **No food to be taken away from the kitchen!** No food stuffs can be taken from the kitchen to your bunks or elsewhere, this is important to reduce insect and pest problems.
15. **Always return items to their correct place.** When putting items away always return them to their correct place, this greatly reduces the time wasted looking for them.
16. **No smoking in the kitchen/storerooms/toilets.** There is only 1 authorized smoking area on camp and that is behind The Elsie theatre.
17. **No jewellery to be worn i.e. necklaces, rings, body piercing.** For reasons of hygiene and safety the only permissible jewellery that can be worn in the kitchen are a wrist watch and finger rings without stones, i.e. a plain band if absolutely necessary.
18. **No make up to be worn, i.e. nail polish, facial make up, etc WITHOUT EXCEPTION.** This is for reasons of hygiene; busy kitchen work and make up do not mix.

19. **Suitable clothing to be worn at all times.** For reasons of safety you must while at work wear suitable clothing i.e.: full length trousers or jeans, a top that covers of your upper body properly, working boots or shoes that cover your feet fully, no shorts, tank tops, sandals or other inappropriate clothing.
20. **English is the language of the kitchen.** The kitchen staff is multicultural and multilingual, the one language we have in common is English. This prevents misunderstandings and allows those whose English is poorer to practise.
21. **No socializing at work.** Camp is a fun place and you will make lots of friends and it is natural to want to socialize with them but NOT AT WORK. The kitchen is a busy and potentially dangerous place, for your safety and theirs socialize in your off-duty hours only.

Whilst we hope you enjoy your time at camp both during work time and your leisure time, failure to abide by the kitchen rules, as well as all other camp policies and rules can lead to disciplinary action or in severe cases including dismissal. You will receive a staff handbook outlining all camp policies and it is your responsibility to read it...claiming you didn't know a policy is not an acceptable excuse.