**Lab Duties:**

Dish Washer:

-Place stopper in one sink, and fill 2/3 full of hot soapy water

-Leave second sink empty as hand-washing/rinsing sink

-Plain drain/drying rack on counter beside the rinsing sink

-Wash dishes from cleanest to dirtiest, rinse dishes, place them on the rack

-Be brief when rinsing dishes, *do not waste water/do not leave water running*

-After all dishes done, dry the rack, and place neatly in its designated cupboard

Dish Dryer:

-Dry dishes, inspecting to make sure they are thoroughly clean

-Put dishes away in the correct place in the unit

-Check all cupboards/drawers to ensure all equipment is in its proper place

-Open all cupboards/drawers for unit check

Unit Manager:

-Obtain tray and all extra ingredients necessary for the day’s recipe

-Clear table, placing dishes next to washing sink (make sure to scrape dishes if necessary)

-Wipe off placemats and return to proper drawer

-Wipe off table, stovetop, and counters

-Clean canisters and refill if necessary (flour, sugar, BP, BS, salt, pepper)

-Wipe hand and dish soap containers, refill if necessary

-Sweep unit floor

-Wipe cupboard fronts/backsplashes as needed

-Wipe counters, table, stove top, and sinks

-Call teacher for unit check, place linens in “dirty” laundry basket *AFTER* unit check is done

Special Duties:

-Grab TWO wash cloths and TWO drying towels from the linen cupboard

-Find something extra to do yourself (e.g. fold laundry, clean microwave, organize fridges, help UM)

-If you can’t find something to do, report to teacher for special duty

-Assist in unit cleanup once special duty is completed

-Ensure unit members are on task and being productive