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# MANAGING PANTRIES

## PANTRY



There are more than 70 pantries in various buildings of the campus.

Shelf for the utensils shall be provided by Administration Department.  
 Electrical Department shall provide electrical appliances for the Pantry.

**JOINT  
 RESPONSIBILITY**

Department /School/College – Pantry i/c  
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 Administrative Supervisor



### RESPONSIBILITY OF INCHARGE



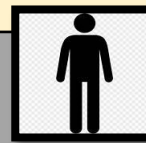
Raising demands and ensuring there is sufficient crockery, cutlery, appliances etc.

Repair requirements for appliances should be informed to Administration.  
 In case replacement of appliance required, raise the required NOC and indent.

Ration – Procurement -Help of Service staff may be used for physical procurement

Responsible for records of payments /expenses etc. -Help of Service Staff may be used to maintain the records.

### RESPONSIBILITY OF IN-CHARGE



HK Staff shall be responsible for cleanliness of the crockery , cutlery, appliances and the venue.

## **USERS TO PLEASE HELP ENSURE**

- **Cleanliness** of pantry is of utmost importance. If the pantry is found not clean, kindly raise the concern with the Building Administrative Supervisor/Officer.
- Kindly ensure that **electricity or water is not wasted** in the pantries.
- In case a **leak** is found in any tap or in the waste pipe of the sink , kindly keep the HK staff in the pantry / Building Administrative Supervisor or Officer for an early action.
- In case there is a **shortage of crockery or cutlery**, please liaise with your Pantry In-charge for raising of an indent /requisition with Central Purchase/ Central Store.

# **DUSTBINS IN PANTRIES**

**01**

**Two dustbins are placed in every pantry.**

**02**

**One is for Non-Biodegradable waste and the other dustbin “with a green tick” is for Biodegradable waste.**

**03**

**The waste from the biodegradable waste is deposited in the Food Waste Pit.**

**04**

**Request kindly help in the right deposit of waste in the designated dustbin.**



## POINTS TO NOTE

# WHILE USING REFRIGERATORS

- a. Store food in tightly sealed containers or appropriate packaging.
- b. Do not store explosive substances or chemicals or any material other than food items, in the Refrigerators.
- c. Do not open the door more often than necessary.
- d. **In case you spill food inside the refrigerator, please have the Refrigerator cleaned immediately.**
- e. **Do not consume food of others.**
- f. If LED lighting does not work, raise the required complaint. Do not attempt a repair of the LED lighting yourself, as there is danger of contact with high voltage!
- g. If the power cord is damaged, it must be replaced by a service technician. Please keep your building supervisor informed.
- h. If the appliance will be out of use for a prolonged period, please keep Administration informed. All material in the fridge may be removed by concerned staff and cleared. This is to enable Administration to have the appliance switched off after defrosting and cleaning.
- i. If the gasket is damaged or does not provide a perfect seal for other reasons, have it replaced as soon as possible, through the Administration Supervisor of the building.
- j. Before placing the food in the appliance, if hot, cool it to room temperature.
- k. The refrigerators shall be deep cleaned on all Saturdays. **Kindly ensure food stored in the Refrigerator is cleared accordingly.**



## POINTS TO NOTE



# WHILE USING MICROWAVE OVENS

- a. Use microwave-safe containers to cook or heat food or liquids.
- b. Suitable plates and containers are usually marked or stamped on the bottom. For safety's sake, if you are unsure whether a bowl, dish, or plate is microwave safe, don't use it.**
- c. Do not turn the appliance on if it's empty.** The magnetron tube can be damaged.
- d. Do not use the appliance for cooking if,
  - i. the door will not close properly,
  - ii. the door is bent or warped, or
  - iii. the latch is broken or faulty.
  - iv. Call for professional service or replace the unit if any of these conditions exist.
- e. Please request the housekeeping staff to clean the inside of the door and the cavity after every mealtime. This will prevent food and spatters from becoming cooked onto the surface, making it easier to clean.**
- f. Keeping the oven clean will also remove germs and unhealthy bacteria that can pollute foods and liquids you place inside it.
- g. In case non-vegetarian food is heated in the oven, kindly have the oven cleaned so the vegetarians can also use the oven.



## POINTS TO NOTE

# WHILE USING ELECTRICAL KETTLES

- a. Use the kettle **only for boiling water**. If the kettle is overfilled, then boiling water could splash out.
- b. Don't move the kettle lid or open it while the water is boiling.
- c. The body of the kettle is heated up while water is boiled. Do not touch hot surface. This could cause skin burns. Use the handle for lifting and carrying the kettle.
- d. Pay extra attention when handling the kettle filled with hot water.**
- e. The kettle is fitted with a device that protects against overheating should the kettle be operated without water.
- f. Always disconnect the kettle from the power socket if you will not be using it or before moving or cleaning it.**
- g. Do not place the kettle on an electric or gas stove or in its vicinity or in the vicinity of an open fire or an appliance that is a source of heat.
- h. Ensure that the power cord does not come into contact with water or moisture.
- i. Do not place heavy items on the power cord. Make sure the power cord does not hang over the edge of a table, or that it does not touch a hot surface.
- j. Do not disconnect the kettle from the power socket by pulling on the power cord. This could damage the power cord or the power socket. Disconnect the cord from the power socket by gently pulling out the plug of the power cord.
- k. If the power cord is damaged, have it replaced. It is forbidden to use the kettle if it has a damaged power cord or plug.
- l. To avoid the danger of injury by electrical shock, do not repair the kettle yourself or make any adjustments to it.



## POINTS TO NOTE

# WHILE USING INDUCTION COOKTOPS

- a. Induction cook tops are electric cook tops. They don't use gas or flames.
- b. While induction cook tops run on electricity, they work differently to standard electric cook tops.
- c. **Induction cook tops do not get hot.** Instead, they use electromagnetic radiation (don't worry, it's safe) to heat up your cookware itself.
- d. **Use only the right cookware on Induction Tops.**
- e. An induction cooktop's electromagnetic projection evenly penetrates the entire surface of your pan, with no warmer or cooler spots, so there's no need to shift the pan's position while you cook. The temperature is also maintained precisely, without any slow build of hotness, and won't change until you tell it to.
- f. Do not drop heavy items on the induction cook top– the glass/ceramic surface is tough; but can crack.
- g. Make sure the cookware you use is smooth and flat-bottomed.
- h. **Do not use the cook top as a chopping block.**
- i. Keep magnetic items off the cook top's surface.
- j. **Please have the spills cleaned straight away.**
- k. **Do not use abrasive cleaning materials such as scourers. These can scratch.**





*Thank you....*

*Team Administration!!*