**G014 廚房管理流程**

**G014 Kitchen Standard Operating Procedures (SOPs)**

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| --- | --- | --- |
| **任務Mission** | **事項 Item** | **負責人Person in charge**  |
| 廚房訓練TrainingSession | * 學生網上登記Students submit online application form
* 辦公室在一星期內安排訓練Office will arrange the training within 1 week
* 完成烹飪班的學生，自動包含培訓Bakery workshop already included training
 | 書院辦公室College Office |
| 登記流程ApplicationProcedures | 1. 學生網上登記Students submit online application form
2. 書院辦公室審核申請College will approve according to:
	* 學生需要三人以上參加Activity involves 3 people or above
	* 核實其中一個學生已經受訓At least 1 registrant completed the training
	* 檢查是否與書院活動撞期 No conflict with college activity
3. 更新網上活動列表 Update the online list
4. 製作核准文件 Create a permit
5. 通知學生審核結果 Email the result to students
 | 書院辦公室College Office |
| 使用流程UsageProcedures | 1. 學生出示收到的核准文件Students show the permit
2. 保安核實網上活動列表Security confirms on the online list
3. 保安檢查學生信息(三人或以上)，收取學生證

Check student information (3ppl or above) and collect student ID card1. 學生填寫登記本 Students fill in the log book
2. 保安開G014門Security opens the door of G014
3. 使用後，最後離開的學生負責清場還原，再到保安處取回學生證

Students need to clean the kitchen before they get back student ID card1. 學生取回學生證時，保安更新登記本

Security updatesthe log book after students get back their student ID card1. 保安鎖G014門Security locks the door of G014

使用學生如發現廚房有異常，可以拍照，並填寫網上報告，交給辦公室處理If students discover anything unusual, take a photo and fill in online report for office to take care of | 保安Security |
| 環境管理EnvironmentManagement | * 每星期一清理冰箱內過期食物，處理器具和配料

Check the kitchen fridge every Monday* 檢查廚房清潔，如發現未處理垃圾，會追究上次使用者

Check the kitchen cleanliness, if there is any garbage, the last users must be responsible for it* 如有異常，拍照，填寫網上報告，交給辦公室處理

If trainees discover anything unusual, take a photo and fill in online report for office to take care of | 書院實習生Student Trainee |
| 賠償管理Compensation | * 損害器具的學生到辦公室報告

Students need to report any damage to office* 辦公室按損壞程度和原因作賠償決定

Office make decision according to damage level and reason | 書院辦公室College Office |
| 應急管理Emergency | * 應急藥箱 First-Aid Box
* 滅火筒Fire extinguisher
 | 書院辦公室College Office |

**G014 廚房網上表格**

**G014 Kitchen Online Forms**

|  |  |
| --- | --- |
| 訓練登記表格 Training Request Form | 活動登記表格 Registration Form |
| 活動列表 Activity List  | 廚房檢查報告 Kitchen Inspection Report |

**G014 廚房訓練大綱**

**G014 Kitchen Training Outline**

G014廚房標準流程（見第一頁） G014 Kitchen SOP（See P.1）

G014廚房使用規章的要點 Key points of G014 Kitchen Regulation

烤箱使用方法和規則 How to use the oven?

電爐使用方法和規則 How to use the electric stove?

器具使用規則 How to use public utensils properly?

損毀器具的賠償 Compensation policy

節約能源 Saving energy

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本人已完成G014 廚房訓練，並承諾遵守G014廚房使用規章和標準流程。我明白若有違反，書院可以取消我使用該廚房的權利。

I have completed the G014 Kitchen training. I will abide by the G014 Kitchen Regulations and follow the G014 Kitchen SOPs. I understand that CKPC may remove my privilege of using the G014 Kitchen if I violate any of the regulations and procedures.

Student ID: \_\_\_\_\_\_\_\_\_\_\_\_\_ Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_