

Volunteer Manual

Kitchen Share SE

Thank you for keeping Kitchen Share open! Your contribution is greatly appreciated! Please read these guidelines at your first shift and refer to them if you have a question. If the manual doesn't answer your question, you can call or text xxx-xxx-xxxx for help.

Opening the Kitchen Tool Library

Building Access

The lockbox code is xxxx and contains a key to the front door. Please unlock the door and return the key to the lockbox right away.

Signs

Kitchen Share signs are kept in the basement closet (which is unlocked). Put the sandwich board sign along sidewalk outside front door. Put the small sign just outside the metal door by our cabinets so it can be seen from the front door.

Cabinets/Tools

Most tools are kept in the cabinets in the corridor. A few larger tools are in the basement closet. Tools that are similar are arranged together if possible, although large tools that don't fit on the shelves are on the floor. The upper shelves usually contain items that haven't been added to the system yet.

Cabinet combo: xxx

Setting Up Computer

Use the extension cord to plug the computer in to the outlet by the cabinet and tape down the cord to prevent tripping.

Wi-fi password: xxxxxx

(You may share it with anyone who asks.)

To access the database, go to kitchenshare.org and click on the link Inventory/Tool List. On the left side, click Log In.

Logging In as Administrator

Username: xxxxx

Password: xxxxx

Signing Up New Members

Someone has to be a Kitchen Share member to check out tools. To be eligible, a prospective member must live in the area served by SE Uplift (there is a map showing that area inside one of the cabinets) and be at least 18 years old. We request a sliding scale, one-time donation (\$30 to \$10), but no one should be turned away if they cannot afford it. The new member needs to show a photo ID with current address, or if address isn't current, show photo ID and a piece of mail, such as a utility bill, with the current address. Have the new member complete and sign a hard copy form and waiver agreeing to the rules. Enter the information into the computer and have them double check to make sure it is accurate. Provide the new member a Kitchen Share card with their name and a button.

Computer Instructions for New Member Sign Up

Click on "**New Member**" in left side bar

Under "Account Details" for "Username" enter first and last name of new member as all one word (for example, johnsmith)

For "Password" enter the number 1

For "Card on File" choose false

Under "Personal Information" fill in the blanks from first name through zip (skip URL, Sex, and Date of Birth)

Under "Membership Details" skip first blank (Membership ID)

For "Level" choose regular

Skip "Expiration"

For "Fee Paid" enter amount and click on payment method

Click "Create"

Checking Out Tools

All tools have a unique identifier code written on the tool. Members can check out tools for free for one week at a time. The tool must be returned by 7 p.m. the following Tuesday. Remind the member to bring the tool back clean and with all its pieces.

Computer Instructions for Tool Check Out

Click “Check In/Out” in left side bar
Click “Last Name” to sort by last name (may already be sorted)
Find member and click on “Start Cart/Check in”
Under “Items to Check Out” put in the tool ID number and click “add”
(Tool ID numbers follow the format ABC.DEF.12)
The due date should already appear as one week from the current date
Go to bottom of form and click “Submit”

Checking In Tools

When checking in tools, verify that the tool appears to be in good condition and clean. Unless the tool is obviously one piece, look at the description to see if the tool is supposed to have multiple parts and make sure they’re all there. If the tool is returned late then the member should pay a late fee (amount is determined by the tool—the amount owed should show up in the member’s account).

Computer Instructions for Tool Check In

Click on “List All Members” in the left side bar
Click “Last Name” to sort by last name
Find member and click on “Outstanding loans”
Click item and click “Check in Selected”

Church Work Trade

If you have any extra time during your shift, please help with our work-trade arrangement with the church. St. David’s allows us to use their space free of charge if we do ten hours of work per month for the church. Please email kitchensharese@gmail.com with how many hours of work you did for the church, not for Kitchen Share.

Wash any dishes you find, put away any clean ones.
Sweep floors.
Empty any full garbage cans and recycling bins. Dumpsters are out back toward the courtyard.
Any basic cleaning is great!

Closing the Tool Library

Log off from the tool share account. Shut down the computer and place it and the power cord in the computer bag in the cabinet. Close and lock the tool cabinets. Put the Kitchen Share signs in the basement closet. If no other groups are using the building, make sure the back door and front door are shut and locked when you leave.