Shepard Display Kitchen Guidelines

This space is stocked with the basic cooking pans and utensils for demonstration cooking. Cleaning supplies are also provided to allow you to properly clean and store all the cookware when your event is completed. Please be sure all equipment is accounted for and locked in the drawers below the cooking surface. We do not provide knives for this space you must bring your own. There is a list of equipment provided on the 2nd page. If you need additional equipment it is your responsibility to bring it with you.

Below are some basic operating instructions to assist you in using this space:

• The wooden cutting board top should be removed from the induction range before turning the range on.
• The on/off master switch for the induction range is located in the top left hand drawer.
  o Please be sure to turn the range top off at the end of your event.
• The controls for the fan and lights are located on the hood, right hand side.
• Pans and Utensils are located in the locked drawers under the Range top.
• The skillets are Teflon coated and you should not use any metal utensils to stir the food.
• To turn on the burners on the cooktop hold the” On” button for 10 seconds, then adjust the temp for the burner you would like to use.
  o Induction pans are highly efficient in transferring heat and will get hot very fast. Please start with lower heat and adjust up as necessary.
  o Use hot pads and beware the surface of the cooktop will be hot after removing your pan.
    Do not set anything that could melt directly on top of the hot cooktop.
  o Make sure all burners are completely turned off when you are done cooking.
• Please wash all pans and utensils with soapy water. Do not use abrasive scrubbers on the pans.
• Please make sure everything is dry before replacing it in the drawers and locking up.
• The cooktop may be cleaned with warm soapy water.
• Please replace the cutting board over the cooktop when you are finished in the space.
• In addition to the induction range you may use the electric cook top on the back counter
• There is NO garbage disposal, please put grease and food into the trash containers, not in the drains.
• If there are questions regarding the use of the equipment or utensils etc. please contact the Director of Dining at 847-491-3944 during normal hours.
By using this space you agree to properly use all the utensils and cook ware, as to not damage them or the equipment. *We are not responsible for loss or damage to personal equipment used in this space.*

**Inventory of the Kitchen utensils:**

- 4 – 7” skillets
- 4 – 10” skillets
- 1 – 1qt. sauce pan
- 1 – 2 qt. sauce pan w/ lid
- 1—6 qt. stock pot w/ lid
- 1—10 qt. stock pot w/ lid
- 1—16 qt. stock pot w/ lid
- 1 - 12” wok pan
- 2 silicone hot pads
- 1 solid serving spoon
- 1 slotted serving spoon
- 3 small tongs
- 1 Hamburger spatula
- 1 small cutting board
- 7 large cutting boards
- 1 whisk
- 2 silicone spatulas
- 1 soup ladle
- 1 can opener
- Measuring cups & Spoons
- Colander
- Scrubbing sponge
- Dish soap
- Foil
- Saran wrap

Be sure to properly clean and replace all utensils in the drawers when you are done using them.

*We do not provide knives in this space. All cutting utensils must be brought in by the user.*

Be sure to follow all food safety guidelines for safe food handling.

Do not leave leftovers in the refrigerator. Please remove all food from the space at the end of your event.

Please let us know if there is anything else that would make this space work better or if any of the supplies are running low.

You can e-mail [food@northwestern.edu](mailto:food@northwestern.edu) with any feedback.

Thank You.