

KITCHEN SUPERVISORS CHECKLIST AFTER ANY EVENT

Identify Organization, function and/or event

Garbage can is covered and recyclable items are placed in blue bins in pantry. (***If the garbage bag is full, please deposit outside in a covered garbage can***)

Green Compost Containers are emptied, sanitized and returned to original positions.

All counters, carts, trolleys and sinks are cleared, tidied and sanitized.

All dishes have been washed, sanitized, air-dried and put away.

All pots/pans are scraped, cleaned, sanitized, air-dried and put away.

All dish towels & dish cloths are collected for washing, drying & returned in 3 days.

The quilted pad for sanitizing racks is hung on the rack by the back door.

All remaining food is removed or covered, labeled, dated and stored properly.

Ovens, burners and exhaust fans are turned off. Main switch switched off in Pantry.

Stoves are wiped off.

Ovens are wiped clean.

Water faucets at dishwashing sinks & food preparation sink are off.

Sanitizer is turned off, drained and dried.

Turn off Bunn coffee maker.

All lights in Parish Hall are off.

Kitchen floor has been swept and mopped clean as necessary

Kitchen doors, roll down shutter and side door (Parking Lot) are locked & tightly closed

First Aid Kit Report completed if used.

Hazardous Food Register completed, if necessary. yes no

Was anything broken or damaged? yes no If yes, please elaborate so we can fix/replace _____

Was anything borrowed or taken home? yes no If yes, what was it?

Was anything out of place, malfunctioning or unsanitary? yes no

Checklist is signed and left at designated place. (***Place at the back of clipboard, they are reviewed weekly and filed in the office***)

Kitchen Supervisor's

Name: _____

Signature: _____

Phone number: _____ Date: _____

Number of people served: _____

