

KITCHEN SUPERVISOR'S INCOMING INSTRUCTIONS & CHECKLIST (to be completed at end)

Wash hands – sing Happy Birthday to yourself twice scrubbing all surfaces of your hands with soap and water.

Make sure hair is covered with net or hat, put on apron.

Turn on the stove electrical switch (red) in Pantry so the stoves can be used. Turn on the exhaust fans above stoves

Check the dishwasher chemicals and turn on dishwasher– flip the ON/OFF power switch to ON. Status light will be on WAIT for about 20 minutes while the dishwasher fills and heats up to 150F. When the WAIT light turns off, the dishwasher is ready to use.

If using Bunn Coffee Maker, turn it on. It takes 20 minutes to heat up.

Sanitize all counter surfaces and sinks using bleach solution spray.

Sanitize any utensils that your group will be using (cutting boards, knives, peelers, bowls, pots & pans, spatulas etc.) by running them through the dishwasher.

Instruct your group on stove controls, hand washing and hair covering.

Use electric kettles to boil water for tea etc. Use the Bunn or drip coffee maker rather than the urn, if possible.

DISHWASHER USE.

- Ensure the dishwasher heats up to 150F. It is ready to use when the wait light turns OFF.
- always thoroughly scrape food off and pre-rinse dishes, load rack, open the sanitizer door fully and place the rack onto the open door. There are metal guides to make loading easy.
- slide the rack into the sanitizer.
- press and hold the START button for 1 second. IN CYCLE light will come on.
- when the IN CYCLE light goes off, the rack can be removed and dishes unloaded.
- the dishes will be very hot, allow them to air dry and then put away.

STOVE USE:**Turn on the hood fans above the stoves.**

- there is no pilot light on these stoves, ignition is by electronic igniter.
- turn switches on at the electric panel in Pantry.
- turn the burner knob to ON to light. You will hear a clicking sound. That is the electric igniter.
- once you see a flame, turn the knob to the desired temperature – DON'T LEAVE THE IGNITER CLICKING. This will wear it out and result in an expensive repair. no flame? Turn the burner knob to OFF and start again.
- never leave a stove burner on and unattended. A boil-over can put the flame out.
- Someone MUST be in the kitchen whenever the stove burners are in use.

GENERAL SAFETY AND HYGIENE

- If you leave the room, lick your fingers, touch your nose/face, use the bathroom or otherwise contaminate your hands, wash your hands again.
- THERE IS NO 5 SECOND RULE! On the floor, out the door!
- If you need to taste something, do not reuse the spoon/fork.
- Any food item that has gone out of the kitchen into the Parish Hall must not be reused. e.g. cheese tray, plate of sandwiches, etc. Just because nobody ate it, doesn't mean nobody coughed on it, sneezed on it, picked it up and put it back, tasted it, or dropped it on the floor.....

(continued..)

Please complete checklist before leaving the kitchen.

- Garbage can is covered and recyclable items are placed in blue bins in pantry.
- 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 & return in 3 days.
- 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.
- Water faucets at dishwashing sinks & food preparation sink are off.
- Dishwasher/sanitizer is turned off, drained and dried.
- Turn off Bunn coffee maker.
- All lights in Parish Hall are off.
- 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? If yes, please elaborate so we can fix/replace _____
- yes no Was anything borrowed or taken home? If yes, what was it?

- Checklist is signed and left at designated place.

Kitchen floor has been swept and mopped clean as necessary.

Kitchen Supervisor's

Name: _____

Signature: _____

Phone number: _____ **Date:** _____

Number of people served: _____