

## Kitchen Checklist

| Week Commencing   | w/c: |   |   |    |   | w/c: |   |   |    |   |
|---|------|---|---|----|---|------|---|---|----|---|
| Opening Checks  | M    | T | W | Th | F | M    | T | W | Th | F |
| Check that any equipment you will use is in good working order.                                   |      |   |   |    |   |      |   |   |    |   |
| Fridge Temperature (5 deg c or below)   |      |   |   |    |   |      |   |   |    |   |
| Freezer Temperature ( -19 deg c or below)   |      |   |   |    |   |      |   |   |    |   |
| Ensure food preparation areas are clear and clean   |      |   |   |    |   |      |   |   |    |   |
| Cleaning supplies available but stored away from children   |      |   |   |    |   |      |   |   |    |   |
| Waste bin / bag available   |      |   |   |    |   |      |   |   |    |   |
| Closing Checks  | M    | T | W | Th | F | M    | T | W | Th | F |
| All food is put away or disposed of.  |      |   |   |    |   |      |   |   |    |   |
| Clear draining board and food preparation areas / wipe down with anti-bacterial spray.            |      |   |   |    |   |      |   |   |    |   |
| Remove all dirty cloths for cleaning or disposal.   |      |   |   |    |   |      |   |   |    |   |
| Replace bin bag if necessary.   |      |   |   |    |   |      |   |   |    |   |
| Drain dishwasher (refer to instructions if necessary)   |      |   |   |    |   |      |   |   |    |   |
| Ensure all recyclable items are washed and placed in appropriate bags.                            |      |   |   |    |   |      |   |   |    |   |
| Breakfast / Lunch Time Checks   |      |   |   |    |   |      |   |   |    |   |
| Separate eating tables (or covered with food only cloths) & cleaned with anti - bacterial cleaner | /    | / | / | /  | / | /    | / | / | /  | / |
| Tables to be correctly carried / erected  | /    | / | / | /  | / | /    | / | / | /  | / |
| Hand wipes to be used by all staff and children before distribution of food.                      | /    | / | / | /  | / | /    | / | / | /  | / |
| Appropriate drinking cups / paper cases available   | /    | / | / | /  | / | /    | / | / | /  | / |
| All spillages to be promptly cleaned up   | /    | / | / | /  | / | /    | / | / | /  | / |
| Tables to be dismantled & stored safely, floor to be swept and rubbish removed.                   | /    | / | / | /  | / | /    | / | / | /  | / |
|   |      |   |   |    |   |      |   |   |    |   |
| <b>Kitchen Operative Initials</b>   |      |   |   |    |   |      |   |   |    |   |
| <b>Any Comments / Actions Taken...</b>  |      |   |   |    |   |      |   |   |    |   |

For information purposes only