

KITCHEN CHECKLIST

The *Responsible party* must check each item on this list throughout or after the event and must return this checklist to the Church Office within 24 hours following the event.

Kitchen staff washes their hands before working in the Kitchen, after using the bathroom, and often during preparation and serving.

Kitchen staff uses disposable gloves when touching ready-to-eat food, mixing food, serving food, or clearing tables.

Kitchen staff stores coats, purses and other belongings away from food preparation areas.

Kitchen staff does not eat or drink in food preparation areas.

Sanitize Kitchen counters and tables before the group begins to cook, and again before the group leaves the Kitchen area. In like manner, sanitize dining tables before setting the table and again after clearing the table

Do not leave food leftovers on Kitchen counters, or in cupboards, refrigerators or freezers.

Wash all dishes, utensils, pots and pitchers, trays and cookware in the dishwasher.

Hand wash encrusted pans and utensils and then wash them in the dishwasher.

Hand wash coffee maker and coffee ground holder.

Hand wash food thermometers and replace in their cases.

Condiments belonging to the group that will be stored on the pantry cupboards must be properly sealed, and labeled with the group name and the date the product was opened. Old and unlabeled foods will be discarded.

Before your group leaves:

Wipe and clean out all floor drains.

Turn dishwasher off, drain all water from the dishwasher, remove food particles from the dishwasher drain, and towel dry all surfaces of the machine and drain boards.

Clear pantry counters of leftovers and personal belongings.

Clean oven and remove any spills.

Wipe stove burners and grill clean. No cleanser on grill, please! It will cause grill surfaces to rust and may leave dangerous residues.

Empty and clean drip pans below burners and grill.

Clean all surfaces of microwave oven.

Remove all food debris from sinks, wash with cleanser and dry.

Complete Kitchen Condition Report to document breakage, pests, equipment problems and supplies needed.

All items listed have been checked before leaving

Sweep and mop floor, if needed.

Signature of the *Responsible Party* _____

Date signed _____