

BEFORE YOU LEAVE THE KITCHEN

Return completed form to Admin Assistant or Contact to file in our records

- If you are physically not capable of performing any of these tasks, please let the Church Admin Assistant know so alternate arrangements can be made before the equipment is used
- We will contact you if the kitchen is not left in “church service” condition

Things to Know Before You Begin

- **FOOD PREP SINK – DO NOT USE FOR ANY OTHER PURPOSE** including hand washing! Use the strainer to prevent items from entering drain. Never pour large amounts of any liquids in this sink, it WILL overflow. If this happens, please dump the water from the catch pan under the sink into the large sinks. Mop any spills.
- **HAND WASHING SINK**, for cleaning hands only, is located by the ovens
- **POT WASH SINK** - Use the strainers to prevent items from entering and clogging the drain line
- **DISHWASHER** – TRAINING IS MANDATORY PRIOR TO USE. Instructions are posted on the cabinet.
- **GAS OVEN AND STOVE USE** – TRAINING IS MANDATORY PRIOR TO USE

Did You Serve Drinks/Coffee?

- ☐ Wipe **kitchen counters** (and under the coffee maker) with general purpose cleaner/rags
- ☐ Wipe **OUTSIDE** of white **Cabinets** of any drips or spills with general purpose cleaner/rags. Inspect around the coffee makers for drips down the wall.
- ☐ Clean and put away any **equipment** you used

Are You Going to Pass Food Through the Roll Up Window?

- ☐ Clean the **rollup window** and countertop areas with general purpose cleaner/rags prior to using. Dust may have accumulated over time, since it is not often used.

Did You Cook or Prepare Any Food?

- ☐ Clean **convection oven** and **microwaves** of any spills after use
- ☐ Clean **stove, oven, and stove grease** trays after every use (*instructions on page 2*)
- ☐ Remove all **left-over food**. Or, it must be labeled with your name & date. Remove within 14 days.
- ☐ If **raw food** was prepared. Sanitize surfaces with cleaner marked as sanitizer or disinfectant. Wipe countertops, equipment handles, door handles, and drawer knobs.
- ☐ Clean any spills in the **refrigerator/freezers**. Use soap and water or general purpose cleaner/rag. Clean outside with mild soap and water or stainless steel cleaner. NEVER use bleach or abrasive cleaners.
- ☐ Clean around kitchen **door knobs** (double and outside) with general purpose cleaner/rags

General Use of Kitchen for What You Used

- ☐ Run the **dishwasher** for any used items (*instructions on other side, as a reminder post-training*)
- ☐ If they were not covered, clean tops and sides of **tables** with general purpose cleaner/rags after use. Use scrub cleaner to remove any stubborn stains such as markers. Clean **chairs** of any spills.
- ☐ Wet mop any **spills** on Kitchen or Fellowship Hall floor
- ☐ Dust mop **floors** in Kitchen and Fellowship Hall after each use
- ☐ Wipe down **sinks** and clean all **strainers**
- ☐ Place all **dirty rags** in marked bin to the right of the pot sink and take home to wash
- ☐ **Black garbage bags** must be securely tied, removed, and placed in dumpster. Use of the “mule” cart is suggested. Two (2) man rule is needed for night carries to dumpster. Reline large cans with fresh bags located on the shelf by back door. NEVER leave garbage in the kitchen. (smells and attracts bugs!)
- ☐ Check to be sure all **faucets, fans, burners, ovens** are off. **Refrigerator/Freezer** doors closed.
 - ☐ Turn off kitchen **lights** and lock all **doors**

NAME _____

DATE _____

_____ : _____ am pm
TIME

Cleaning Instructions

Stove and Oven Use

- Fans must be turned ON when stove/oven is in use
- Make sure **ALL** knobs are turned full OFF when complete
- Fans can be turned OFF when ovens and burners are off

<u>Cleaning Instructions</u> Stove Top Burners, Ovens, Stove Grease Trays (2) READ INSTRUCTIONS BEFORE CLEANING <i>Instructions per</i> <i>Royal mfg. stove</i> <i>maintenance</i> <i>manual</i>	▪ Wire brush debris from top burner area ▪ Remove and clean grease trays (2) ▪ Clean with non-abrasives any oven spills NEVER USE AMMONIA IN A HOT OVEN OR NEAR FLAME NEVER USE GREEN SCOTCH-BRITE, STEEL WOOL, ABRASIVE CLOTHS, POWDERS WHICH ARE NOT RECOMMENDED FOR USE ON POLISHED OR EASILY SCRATCHED SURFACES (Stainless) <u>Stove -</u> • Wire brush debris from around burner area. Top grates can be cleaned with warm water, mild cleaner and a wire brush as needed. • Empty and clean grease trays • If used, griddle plates should be cleaned with warm water and scrubbed with cleaning abrasive. Top surface can be cleaned with vinegar when the plate is warm, never hot. Dry after cleaning. <u>COLD Oven -</u> Minor spills, use hot water then a wood or nylon scraper to remove debris. Baked on spills may be loosened with household ammonia and scrubbing with <u>nylon pad</u>. These are plastic, often white. Best are the "3M Dobie". Easy Off type cleaner may be used. (do not get on aluminum). NEVER GET SPRAY CLEANER ON THE OVEN TEMP PROBE Remove racks. Wash in hot soapy water. Remove the bottom by lifting it out from the front then sliding forward out of oven. Scrape off any food particles with a nylon scraper. DO NOT SCRATCH the porcelain finish. Wash walls with soapy water. After cleaning, rinse well with ¼ cup vinegar to 1 qt water to neutralize cleaners. Wipe dry.
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Dishwasher – TRAINING IS MANDATORY PRIOR TO USE. Instructions are posted.

- Wash all dirty dishes, utensils, pots and pans. Return to cabinets.
- Hose down dishwasher rinse area with sprayer when finished
- Run garbage disposal
- Turn off dishwasher
- Make sure to drain dishwasher after use. This is VERY gross if left behind.