

## General Kitchen Checklist

Follow for food and beverage service; if cooking or serving hot/cold foods also follow guidelines on other side.

### Hygiene

- **Sick:** Do not work with food if you have a sore throat, fever, diarrhea or vomiting.
- **Cuts/scrapes:** Cover any cut/wound with a bandage.
- **Attire:** Wear clean clothes. Aprons and hair restraints are available in the kitchen. You can also wear your own clean hat or bandana. Remove loose/dangling jewelry (solid ring bands are OK). Do not store personal belongings (purses, coats, etc.) in the kitchen (use coat racks, leave purses in your car, etc).
- **Visitors:** Only volunteers involved in prep/service are allowed in the kitchen; visit elsewhere.
- **Eating:** Do not eat in food prep area. Drink only from closed containers.
- **Bare hands:** Do not touch food with your bare hands (for example, when putting out baked goods, cookies, packaged snacks). Wear disposable gloves or use tongs. Gloves are on the food prep (stove) side. Change gloves if they are torn, after going to the bathroom, or every 4 hours.
- **Money:** If you collect money, designate one person to handle it. That person cannot handle food.
- **When/what to wash:**
  - **Hands?** Wash hands in the *Hand Wash Sink only* (not in Food Prep or 3-bay). Wash for 20 seconds before beginning work, after using the bathroom, and when changing tasks (e.g., if you leave the kitchen to do another task). Hand sanitizer is not a substitute.
  - **Tools/surfaces?** Wash, rinse and sanitize utensils, cutting boards, food prep sink, etc. *before and between* tasks (ex: between prepping pastries or produce and working with raw meat/poultry).
  - **Food?** If produce is packaged and labeled “pre-washed,” do not wash it again. To help avoid contamination between produce and raw meat/poultry, prep produce first, cover and store.

### Clean-up (during and after)

- **Collecting dirty dishes:** If possible, set up black dish bins at kitchen windows for drop-off of dirty dishes. For large events, station someone at the door or window, have them scrape food remnants into trash, and put dishes in bins with soapy water.
- **Dishwasher:**
  - Check that *dispenser* (to the left of the dishwasher) has enough detergent. Refill as needed.
  - Pre-rinse all food and paper remnants from dishes, utensils, cookware.
  - Wash everything in the dishwasher and *air dry*. If you must dry, use paper towels.
  - Hand-wash, rinse, *and sanitize* any item that will not fit in the dishwasher. Use sanitizing tablets in the red bucket under the sink (follow directions on bottle).
  - When finished, drain, check filter tray for debris, and turn off.
- **Surfaces:**
  - Clean spills from all appliances (stove, microwave, coffee makers, refrigerator).
  - Wash counters/sink with soap & water, rinse, sanitize using tablets in *red bucket* (beneath 3-bay sink; follow directions on bottle). Extra cloths are in the drawers across from the 3-bay sink.
  - *Air dry* or use paper towels.
- **Put it away:**
  - Cups and classes *rim up*. Pots/pan on open shelves *rim down*. Silverware and utensil handles face the same direction.
  - Label and date all food leftovers/supplies. Store in closed containers or well wrapped. If they are “yours,” put your group’s name on them. Out-of-date or old items will periodically be discarded.
- **Sponges:** Soak in sanitizing solution for 1 minute or microwave for 2 minutes.
- **Laundry:** Tablecloths, aprons, and dishcloths – assign someone the task. Wash, dry, fold, and return to their proper place *within one week*.