USE AND CLEANING OF KITCHEN EQUIPMENT

1. **Floor.** Sweep up all dirt and food. Broom is hanging on the wall in the dish room. Mop and bucket are located in the dish room.

2. **Table surface.** Use hot soapy water only to wash all surfaces. Follow with a dry cloth.

3. **Ice Maker.** Do not put hands or cups inside. Use the scoop on top of the machine and return the scoop to the bucket.

4. **Steam Table.** Before filing wells make sure the light blue valve is turned to the right to close the drains. Fill the wells with hot water or ice. If filling with hot water make sure that the wells do not run dry. This will damage the elements. When finished line up the hose under the steam table with the drain underneath. Turn the valve to the left to empty. CLEANING: Wipe out the inside and outside of the steam table and dry off all areas with a cloth.

5. **Stove top oven.** Be cautious when turning on the burners. The flame will rise very high, DO NOT use a high flame on the back burners (staining of the backsplash occurs) When using the ovens set the temperature 25 degrees more than needed. Make sure there are no spills left on the burners or the stainless sheet under that can be pulled out. The BURNERS ARE VERY HOT AND IF YOU NEED TO REMOVE THEM FOR CLEANING USE A POTHOLDER. If using the griddle it must be cleaned before and after use with a grille cleaner. Make sure to wash and dry the drip tray.

6. **Convection oven.** Use the toggle switch to turn to cook position on the bottom. Set the oven to 25 degrees less than what is needed. Switch toggle on top to on. When done baking, switch the toggle to cool down for 10 minutes. At the end of 10 minutes switch to off. Wipe off outside and inside of oven, leaving nothing in it.

7. **Warmer.** Flip switch to turn on. If keeping something warm set it to 2-3. Use large hotel pan to hold aluminum pans. Turn off when done wipe off the outside for fingerprints and grease. Make sure everything has been removed.

8. **Sink area disposal.** Put stopper in left side, wash all dishes in the left sink( disposal). Rinse all dishes in the right sink. To check disposal use tongs above the sink to search for items. Then run the disposal with running water. DO NOT PUT PASTA, BREAD OR ANY LARGE AMOUNTS OF ANYTHING DOWN THE DISPOSAL.

9. **Garbage cans.** Remove all trash to the bin outside. Bins are inside the wooden area.

10. **Fridge/freezer.** Wipe off outside and dry with cloth. Please leave nothing behind. It will be thrown away on the following school day.

All stainless tables are to be washed with hot soapy water only. Do not use degreaser or anything that leaves a residue. Only use cotton wash clothes no handy wipes. They do not clean and leave a smearing residue behind.

**SANITIZER AREA: ONLY WITH APPROVAL**

Turn vent switch to the right of the sanitizer up. Turn washer on cycle 1. Close door to fill with water. Wait until the temperature reaches 150 or so. THOROUGHLY RINSE ALL ITEMS BEFORE THEY ARE PLACED IN THE SANITIZER. Start washing by lifting the door and load the plastic tray with items to be sanitized. Silverware holder is under the table. Disposal switch is to the left of the sanitizer. Do not put anything big down this disposal. It is very quiet. make sure to turn it off. When finished pull the lever up in the sanitizer to drain the water. Pull the basket and clean it out. Wash all surfaces and dry them with a cloth. NO WATER STAINS PLEASE. TURN OFF THE SANITIZER AND VENT ON THE WALL.

ANY PROBLEMS OR QUESTIONS CALL SUE SHEPPARD 614-370-4966

CHECK LIST ----->
USE DAWN AND HOT WATER AND A WASHCLOTH ON ALL SURFACES. FOLLOW WITH A DRY CLOTH

ST. MARY'S KITCHEN USE CHECKLIST

Please take a few minutes to review the check list below. Before using the kitchen/dish room: please circle the condition in which you find the following:

1. before using circle the condition of each area. 2. then on the way out initial the area to make sure you have left it clean, safe and nothing left on or behind...

initials:

Floor  clean  some dirt  food/dirt present  very dirty  other____
Table surfaces  wiped down  not wiped down  remaining food left  other____
Ice maker  working  scoop present  not working  other____
Steam table  wiped down inside/out  not wiped down  anything missing
Stove top oven  wiped down/ clean  dirty / spills  other ____
Convection oven  wiped down/ clean  things left inside  other____
Warmer  wiped down inside/ out  greasy fingerprints  things left inside  other____
Prep sink/ disposal  wiped down/ clean  items left / dirty  nothing left inside disposal
Garbage cans  empty  some garbage  full  other____
Fridge/Freezer  clean/empty  items left  outside dirty  other____

Dish Room

*** sanitizer (obtain approval /how to use)
clean  basket clean  entire surface washed/wiped down  vent hood on/off  basket debris left  other ______
*table in dish room  clean / wiped down  dirty and greasy  other ______

The St. Mary's Cafe than you for leaving the area clean for our students lunches to be prepared during the week.

Sue Sheppard  St. Mary Cafeteria Food Director

WHEN YOUR ORGANIZATION IS FINISHED CLEANING UP, PLEASE INITIAL EACH AREA TO SHOW THAT YOU HAVE CHECKED ON THE CLEANLINESS AND SAFETY OF THE KITCHEN BEFORE YOU LEFT. PLEASE SIGN THE ORGANIZATION NAME AND THE RESPONSIBLE PARTY'S NAME.

DATE OF USE: _________________   TIME OF USE: ________________

ORGANIZATION NAME:__________________   RESPONSIBLE PARTY'S NAME:__________________