

Young Leader Kitchen Cleaning Checklist

Please read through this checklist before your first assigned session. This is a general list of kitchen tasks that you may be asked to perform. This is not an extensive list, and other tasks may be required at times.

Before meal:

- Wash hands and always put on hair restraints.
- Turn on Dish Machine.
- Take chairs down from dining tables and wash tables (including table by the wall) with mixture of water and sanitizer.
- Check menu and ask supervisor and/or cook on duty what needs to be done.
- Set out dishes, cups, silverware, filled napkin boxes, sugar (breakfast), salt and pepper shakers, not entire drawer boxes (lunch and dinner).
- Portion condiments as needed and place in window or on clean tables by the wall in dining hall.

During meal:

- Be sure every item going to tables has a serving spoon, including condiments in small bowls.
- During meal service, the radio is OFF.
- Kitchen stools are to be used only while working the window and eating your own meal.
- Only 2 people are to work the window during meals.

After meal:

- Assist in quickly getting the window cleared of serving dishes, etc.
- Dirty dishes go to the dish machine window.
- Be sure all food is put away:
 - Perishable food goes back into the cooler right away.
 - Unopened milk cartons go back into the cooler right away.

- Use bus tubs as much as possible, then use milk crates.
- Do not open dish machine while it is running.
- Check dishes and cups to be sure they are clean, if not, run them through again.
- Allow dishes to air dry for a few minutes, do not stack while wet.
- Place silverware in the rack with the handles up.
- Serving utensils are to be placed in the crates or buckets on the shelf units.
- Cooking utensils are to be placed in the drawers under counters by the ovens.
- Pots are to be washed, rinsed, and sanitized in the correctly labeled sinks.
- Dirty bus tubs and crates are to be washed and put away.
- All stainless countertops and sinks must be cleaned after use.
- The dish machine area must be cleaned and wiped down after use.
- Run garbage disposal after using dish machine.
- Shut off and drain dish machine.
- Sweep dining hall after breakfast and lunch, and mop after dinner.
- Take out the trash.
- The kitchen must be swept and mopped after every meal.
- All lights are shut off when finished.

General:

- Kitchen stools are not to be used while working in the kitchen during prep and clean-up times (this includes supervisors). No other chairs are ever to be brought into the kitchen.
- Do not go into the cooler unless absolutely necessary.
- If you spill it, clean it up immediately.
- Young Leaders are not to store any food in the kitchen and/or dining hall area.
- Young Leaders are not to prepare or cook personal food.