



Kitchen Rota

Initials

| Daily or after each use | | Mon | Tues | Weds | Thur | Fri | Sat | Sun |
|-------------------------|---|-----|------|------|------|-----|-----|-----|
| 1. | All dishes, pots, pans and utensils are cleaned and stored properly after each meal and snack. | | | | | | | |
| 2. | Freezer, refrigerator and dishwasher temperatures are checked and recorded. | | | | | | | |
| 3. | All sinks are cleaned and sanitised after use. | | | | | | | |
| 4. | All work counters are cleaned and sanitised after use. | | | | | | | |
| 5. | Can opener is cleaned and sanitised after use. | | | | | | | |
| 6. | Steam table is cleaned and sanitised after use. | | | | | | | |
| 7. | Dishwasher is cleaned after each use. | | | | | | | |
| 8. | Tray return window and surrounding area is cleaned after each use. | | | | | | | |
| 9. | Trash is emptied and cleaned after each meal. | | | | | | | |
| 10. | Bathroom is cleaned daily or as needed. | | | | | | | |
| 11. | Dish cloths are washed at the end of each day. | | | | | | | |
| 12. | Sweep floors after meals and mop daily. | | | | | | | |
| 13. | Oven spills are cleaned and ovens turned off. | | | | | | | |
| 14. | Food service employees wear hair restraints and clean clothing and keep hands clean and free of any open sores or infections that could spread to food. | | | | | | | |
| 15. | Clean ice machine exterior. | | | | | | | |
| 16. | All tools clean, locked and inventoried. | | | | | | | |
| 17. | Clean steamer after each use. | | | | | | | |
| 18. | Clean mixer after each use. Cover. | | | | | | | |
| 19. | Clean receiving dock. | | | | | | | |
| 20. | Clean and sanitise slicer. Cover. | | | | | | | |
| 21. | Foods thawed appropriately. | | | | | | | |
| 22. | Foods cooled appropriately. | | | | | | | |
| 23. | Chemicals stored away from food. | | | | | | | |

