

# KITCHEN STAFF QUICK GUIDE:

## **Before Meals in Kitchen:**

- Determine ONE or TWO sided entry (less than 30 one side, 30+ two sides)
- Make bleach solution for Kitchen
  - Red Bucket - 1 cap of Bleach per gallon of cold water (set on prep table)
- Check clothes dryer in storage room for clean towel – fold and put away

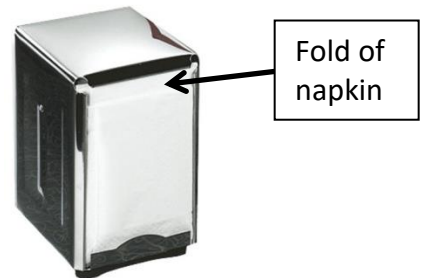


## **Before Serving In Kitchen:**

- All lights turned on
- Music Turned Off

## **Before Meals in Dining Hall:**

- Fill Ice Holder
- Make bleach solution for Dining Room
  - Red Bucket - 1 cap of Bleach per gallon of cold water (set on counter by coffee maker)
  - Number of rags in bucket equals one third of tables set
- Wipe down tables with bleach solution
- Set cups on center of tables – two equal stacks top down
- Napkins Dispensers and Salt & Pepper on tables
- Load Napkin Dispensers – fold up
- Open Trash Lids



## **15 minutes before meal in Dining Hall:**

- Set out pitchers of ice water on tables (open pitchers)
- Set out pitchers of Juice on tables (lidded pitchers - so leftover juice can be reused)

## **After Meals:**

- Remove clean cups from racks and stack next to ice holder – coffee & juice cups in cupboard
- Empty all trash cans if full or smelly – tie new bag and reline can
- Trash Bags are placed in garbage wagon to the right of back kitchen door
- Empty bleach solution bucket
- Wipe down dish return area
- Start a load of kitchen laundry if necessary – clothes washer in storage room
- Swept kitchen floor – mop if needed

## **Dishwasher:**

- To turn on machine – insert filter, lower drain plunger, push power on, and close door
- To turn off machine – push power off, lift drain plunger, put and clean filter and leave out to dry DO NOT LEAVE THE POWER ON without water in machine – the element will burn up, no element, no dishwasher – Can you say three bin sink? I knew ya could.



## **Leftovers:**

- All food put in storage and refrigeration units must be dated after being opened – use masking tape & sharpie marker – remove tape BEFORE washing dish
- Leftover are good for one week and then must be disposed of

## **Flow IS important:**

Ask yourself is the guest getting to their table with all they need in the shortest amount of time? Silverware on the buffet line, drinks on table, and so on.