

Meal Preparation and Clean-Up Checklist House A

Meal Program Volunteers: Please use the following checklist to facilitate your meal preparation timeline and ensure that all clean-up tasks are completed.

Thank you!

On arrival in kitchen

Turn on ovens

Prop open utility and pantry doors. Roll up curtains on Meal Program equipment shelves

Roll red garbage bin out of utility closet

Take lids off garbage cans in kitchen

Sanitize surfaces and sinks

Unload food and supplies onto sanitized surfaces

Set up dishwashing station(s)

Turn on hot and cold units of buffet line. Cover with lids.

Start food prep

Write up menu board and display at beginning of buffet line

Set up buffet line. Set up coolers, if using.

Begin food service—servers behind buffet (wearing gloves)

Refill buffet, as necessary. Clean buffet counter and floor of spilled food throughout meal

When meal service is over

Turn off and unplug hot/cold units of buffet.

Clear food from buffet. Wipe down with DZ-7.

Empty water from hot unit. Wipe down with DZ-7. Do not cover with lids.

Turn off ovens.

Cool leftovers before packaging. Package leftovers, as directed and refrigerate.

Wipe out coolers (if used) and return to utility closet

Hand wash and store Meal Program equipment (labeled "*Meal Program*")

Put equipment from the kitchen cupboards (no "*Meal Program*" label) in the dishwasher

Start full dishwashers

If full, empty and reline kitchen garbage, food waste, and recycle cans (tie off sacks and place in red bin); break down recycled boxes and place in red bin

Clean and store menu board in pantry, behind door

Store dishwashing equipment (bins and drying racks) in utility closet

Wipe up water spills on floor around dishwashing area

Sanitize counters and sinks

Return red garbage bin to utility closet. Replace lids on garbage cans.

Place soiled aprons in utility closet hamper

Roll down curtains on Meal Program shelves in pantry

Close pantry and utility closet doors

Check-out at front desk noting time of departure on your sign-in form. If you have used the BBQ patio key, return to front desk.

Thank you