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 rel ine 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