

Meal Preparation and Clean-Up Checklist House C

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

Thank you.

On arrival in kitchen

Turn on ovens

Manager unlock doors of Meal Program equipment cabinet

Sanitize surfaces and sinks in large kitchen

Unload food and supplies onto sanitized surfaces

Set up dishwashing station north side of large kitchen

Set up and preheat steam tables on buffet

Start food prep

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

Begin meal service—self-service

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

When meal service is over

Turn off steam tables. Let cool, empty of water, wipe off with DZ-7, put away

Turn off ovens

Clear food from buffet

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

Wipe out cooler and store

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

Hand wash pots and pans from general kitchen supply; everything else from the general kitchen supply goes in the dishwasher. Start full dishwashers

Empty and reline kitchen garbage, recycle, and yard waste containers, if full. Break down boxes for recycling

Store dishwashing equipment (bins and drying rack) under sink

Wipe up water spills on floor around dishwashing area. Sanitize counters and sinks.

Deposit soiled aprons

Close Meal Program cabinet doors (Manager will lock them)

Check-out at front desk, noting time of departure on your sign-in form

Thank You!