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!