

KITCHEN GUIDELINES

CLEANING

Countertops, equipment and tables are cleaned and sanitized at the beginning of the day and after food prep tasks and after the meal or snack.

Cupboards and drawers are kept clean.

Tables legs and chairs are kept clean. Walls are kept clean.

Kitchen floor is swept and mopped daily.

Dining room floor is swept daily (spot mop as needed). Mop every Tuesday and Thursday.

Spill buckets are run through dishwasher at end of day.

FOOD STORAGE

Dry storage area is kept at 50-70°F.

Store food 6" above floor.

Cover, label and date all foods. Opened packages must be stored with tight fitting lids or re-sealable plastic bags or clips.

Follow FIFO-first in, first out.

Bulging or leaking cans must be discarded.

Chemicals must not be stored near food.

Refrigerator/freezer/milk cooler cleaned weekly; temperatures recorded daily.

SUMMER BREAK

Clean, defrost and dry all refrigerators, freezers, milk coolers not used during the summer. Prop door open for air circulation.

No leftover foods will be stored over the summer. Store items such as flour in sealed container to eliminate pests, or use the flour for playdough (label it for playdough).

Notify linen service, garbage pickup, etc. of end and start up dates.

Put cap on dish machine sanitizer for summer. The chlorine will dissipate into the air and become ineffective. (Save cap in baggy-labeled for this).