

Kitchen Checks

Date:

Kitchen Daily Checks & Tasks	Sign	Sign	Sign	Sign	Sign	Problem Reported?
Morning						
Clean sides with disinfectant.						
Unload dishwasher, DRY + put away.						
Set up breakfast club (BB) with continental AND fruit						
Set up water and milks (BB)						
Baby bowls, spoons + beakers in steriliser for babies & bottles.						
Add black bin liner to main bin						
Check bottom/ shelves of fridge are clean of spillage.						
Fridge & Freezer temperature (log and sign on SFBB form)						
Boil kettle & add water to flask						
Make water beakers for bear cubs						
Cook personal Hygiene –						
Hair tied back						
Nails free from chipped nail varnish/ acrylics (gloves if wearing NV)						
Hands washed						
Apron on						
Cook checks-						
Check all opened food is in labelled containers						
Raw and cooked food stored separately						
Fridge clean						
Children with food allergies checked for the day(see allergy poster)						
Appliances wiped clean (toaster, kettle etc)						
No physical or chemical or pest contamination of stored food						
Bottom of bin disinfected and rinsed						
Exterior of bin and wall behind bin cleaned						
Shelves cleaned and clutter free						
Check light bulb is in use						

To be completed daily & problems reported & filed

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Date:

Cook checks 1x a week						
Front doors of cupboards disinfected.						
Dishwasher cleaned inside and out						
Dishwasher salt added to 1 wash this week						
Oven doors, shelving and bottom deep cleaned						
Hob deep cleaned						
Exterior of fridge cleaned including roof						
Ceiling checked/ cleaned for dust						
Appliances all working – reported to management						
Walls cleaned from dust/ food						
Floor disinfected and deep cleaned including corners and edges						
Daily Checks & Tasks Evening						
Empty bin						
Clean bottom of fridge.						
Clean under dish drainer & under dish bowl and dry						
Make sure oven is turned off, disinfect + clean						
Disinfect surfaces						
Remove/dispose of anything which shouldn't be in kitchen.						
Brush kitchen						
Mop kitchen (late cleaning)						
All sockets turned off, make sure leave fridge/freezer on!						
Remove any food from fridge/freezer past use by date						
Dispose of any water bottles/ drinks						
Fridge & Freezer log & sign temp on SFBB form						
Empty sterilizer						
Pack dishwasher and put on long cycle						

To be completed daily & problems reported & filed