

## Kitchen-users' checklist

To comply with regulations, it is essential kitchen-users do certain checks every time the kitchen is used for food service including coffee mornings.

Where page references are used, this applies to the 'Safer Food: Better Business for Caterers' guide. The guide can be found in Parracombe Village Hall.

Date .....

Type of Event .....

Name of Person Responsible.....

<b>Opening Checks:</b> you should do these checks when you 'open' the kitchen.	<b>Initial</b>
Turn hot water on	
Kitchen-users are fit for work and wearing clean clothes (page 7).	
Hands are washed thoroughly (see page 26).	
There are handwashing and cleaning materials.	
Food preparation areas are clean and disinfected (see page 28).	
All areas are free from pest activity (see page 21).	
Hot running water is available at all sinks and hand wash basins.	
Probe thermometer is working and probe wipes are available (page 46 and 62).	
Clean cloths are assigned for different jobs (see page 14).	
Allergen information is available (see page 64).	

### **Food safety information:**

- cooking temperature: 73C and above (see page 46)
- holding temperature: 63C and above (see page 55)

<b>Closing Checks:</b> you should do these checks when you 'close' the kitchen	<b>Initial</b>
Dirty cleaning equipment has been cleaned or thrown away.	
Waste has been removed and new bags put into the bins.	
Food preparation areas are clean and disinfected (work surfaces, equipment, utensils)	
Oven and hob cleaned and disinfected – if used	
Washing up completed (see page 29).	
Used T towels placed in 'dirty T towel container'	
Sinks washed and disinfected	
Floors are swept and cleaned.	
'Prove it' checklist is completed.	

### **Cleaning information:**

- Green broom and green mop and bucket ONLY to be used in the kitchen area.
- Use disposable dish cloths
- To dry up use clean T towel or paper towel. Place used T towels in the marked container at the end of every session.