Kitchen Staff Check List

Staff Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Center: \_\_\_\_\_\_\_\_\_\_\_\_ Month Completed: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| Daily Tasks | | | | | |
|  | Monday | Tuesday | Wednesday | Thursday | Friday |
| Washing dishes |  |  |  |  |  |
| Mix sanitizing solutions |  |  |  |  |  |
| Mix soap and water solutions |  |  |  |  |  |
| Empty dishwasher and clean tray |  |  |  |  |  |
| Clean and wipe down sinks |  |  |  |  |  |
| Clean and sanitize prep tables and countertops |  |  |  |  |  |
| Clean and wipe down stovetop |  |  |  |  |  |
| Sweep floors |  |  |  |  |  |
| Replace towels |  |  |  |  |  |
| Organize and prep for the next day |  |  |  |  |  |
| Trash can and mopping (janitor’s duty) |  |  |  |  |  |
| Weekly Tasks-Check Day Completed | | | | | |
| Clean out fridge (check dates) |  |  |  |  |  |
| Clean appliances inside and out |  |  |  |  |  |
| Clean microwave |  |  |  |  |  |
| Clean toasters |  |  |  |  |  |
| Monthly Tasks-Check Day Completed | | | | | |
| Clean/organize pantry (check dates) |  |  |  |  |  |
| Clean Freezer |  |  |  |  |  |
| Clean inside and outside of garbage cans |  |  |  |  |  |
| Clean ovens |  |  |  |  |  |
| Wipe down walls |  |  |  |  |  |
| Check drains and report any issues |  |  |  |  |  |

*Check off for each task and send it to Food Service Coordinator by the end of day Friday.*