

# KITCHEN CLEANING CHECKLIST

Revised Jan 2012

Every individual, group or organization using the Central UMC kitchen shall be responsible for the following after each use of the kitchen. Leave checklist on the clipboard.

Event: \_\_\_\_\_ Date: \_\_\_\_\_

Organization: \_\_\_\_\_

Person responsible: \_\_\_\_\_ Phone: \_\_\_\_\_

Label all reusable food with date and group, put in the refrigerator. After 2 weeks, food will be disposed of.

- Label and store all leftover dry and canned goods in the pantry. ***Must put boxed or bagged food in plastic containers to prevent MICE from getting into them!!!***
- Sweep floors.
- Empty all garbage bins into the outside dumpster and replace trash bags.
- Clear and clean countertops.
- Wash all used serving trays, dishes, glasses, flatware. Do not use dishwasher unless you have been trained on its use.
- Clean all sinks, steam table
- Wash all coffee pots and leave them to drain.
- Wash tea machine, if used.
- Return cleaned dishes, pans, glassware, flatware, trays, etc. to proper place
- Clean dishwasher drain as instructed – leave hood open
- Take home soiled dishcloths and aprons, wash and return to kitchen asap.
- Make sure all equipment is turned off:
  - Convection Oven       Warmer       Regular Oven
  - Dishwasher       Coffee Maker       Exhaust fans over range
  - Steam Table
- Turn off lights.
- Close all interior doors.

\_\_\_\_\_  
Kitchen Committee

\_\_\_\_\_  
Person Responsible