

FOOD SERVICE CHECKLIST: "BEFORE YOU LEAVE"

	Date:	Task: Kitchen Team, Cook.....
<input type="checkbox"/>	Food items	Leftover food is packed in take away container, counted, labelled and dated and placed in ER freezer. No food or party item is left in the kitchen fridge or on the benches.
<input type="checkbox"/>	Oven	Is clean and pilot flame turned off (follow "oven manual" on kitchen wall)
<input type="checkbox"/>	Stove	Is clean incl. trays under burner and all pilot flames turned off (follow "stove manual" on kitchen wall).
<input type="checkbox"/>	Pie warmer	Is turned off and clean (incl. trays at the bottom of the warmer)
<input type="checkbox"/>	Microwave	Is clean
<input type="checkbox"/>	Bench tops	Are clean and everything is packed away (leave only Kettle)
<input type="checkbox"/>	Washing	Person taking the washing has been nominated
<input type="checkbox"/>	Chicken scraps	Person taking the chicken scraps has been nominated
<input type="checkbox"/>	Banking	Money is counted and placed in deposit bag. All paper work is place into pouch and handed over to program leader on duty.
<input type="checkbox"/>	Replacement	Items for replacement:.....
<input type="checkbox"/>	Handover	Give list to hall team
		Task: Hall Team, Name.....
<input type="checkbox"/>	Cutlery	Polished and packed away
<input type="checkbox"/>	Tables & chairs	Cleaned and packed away except for one table with the urn on it is placed under servery hatch. No chairs are placed near the fire extinguisher.
<input type="checkbox"/>	Veranda	Tables are cleaned. Food donations and table are packed away. Grounds check for dishes and glasses.
<input type="checkbox"/>	Toilets	Locked and keys returned
<input type="checkbox"/>	Windows and doors	Windows closed and both glass doors locked (check wooden door)
<input type="checkbox"/>	Air cons	Turned off: 5 in hall, 1 near ER office and 1 in office
<input type="checkbox"/>	Lights	Turned off in main hall
<input type="checkbox"/>	Washing	Check that washing will be taken by nominated person
<input type="checkbox"/>	Chicken scraps	Check that chicken scraps will be taken by nominated person
<input type="checkbox"/>	Replacement	Items for replacement:.....
<input type="checkbox"/>	Handover	Give list to dishwashing team
		Task: Dishwashing Team, Name.....
<input type="checkbox"/>	Dishwasher	Turned off and cleaned (follow "dishwasher manual" on kitchen wall). Detergent for machine its topped up (only if needed)
<input type="checkbox"/>	Bins	Bins emptied, washed and lined and placed on top of kitchen bench
<input type="checkbox"/>	Benches & sinks	Cleaned
<input type="checkbox"/>	Kitchen window	Closed
<input type="checkbox"/>	Kitchen mat	placed outside near the veranda and door is locked again
<input type="checkbox"/>	Chicken scraps	Placed in bin if left behind
<input type="checkbox"/>	Replacement	Items for replacement:.....
<input type="checkbox"/>	Lights	All turned off
<input type="checkbox"/>	Doors	Checked again. Leave centre through emergency exit door