

**Food Service Induction Check List.**

**Date:**

Date	Items	Super	Vol.
	<ul style="list-style-type: none"> <li>• Recruitment documentation completed.</li> <li>• References and clearances have been provided.</li> <li>• Copy of Job description has been received.</li> <li>• Has been informed of the location of Policy and Procedure manual and advised to read and familiarise self with contents.</li> <li>• Is aware of the attitudes, values and mission of [Name of Food Service]</li> </ul> <p>Tour of Building.</p> <ul style="list-style-type: none"> <li>• Design of kitchen</li> <li>• Location of cooking utensils and [Food Service] resources. (Table ware and crockery. Storage areas.)</li> <li>• Bathroom amenities</li> </ul> <p>Food Handling.</p> <ul style="list-style-type: none"> <li>• Handwashing facilities.</li> <li>• Handwashing techniques and frequency.</li> <li>• Clean and Dirty Prep areas.</li> <li>• Coding of cutting boards.</li> <li>• Storage of fresh meat and vegies in the fridge.</li> <li>• Storage and labelling of used or left over food.</li> </ul> <p>Cleaning.</p> <ul style="list-style-type: none"> <li>• Discuss correct cleaning technique for wiping over benches for food prep and tables.</li> </ul> <p>Safety.</p> <ul style="list-style-type: none"> <li>• Demonstration of how to use equipment.</li> <li>• Stove/ Dishwasher/ electrical utensils.</li> <li>• Discussed fire and emergency evacuation procedure.</li> <li>• Location of fire blanket, kitchen and hall extinguishes, how and what they are used for.</li> <li>• Location of emergency evacuation points.</li> <li>• Discussed correct storage of chairs and hall equipment. (Need to be aware to keep away from extinguishers and emergency exits).</li> <li>• Discussed correct use of lifting equipment for moving chair.</li> </ul>		

I have been advised of the above and agree to abide by the Policies and Procedures of the [Name of Service and Parish]. I have been informed by [Name] of my responsibility regarding use of my vehicle. I am responsible for informing my insurance company that I may use it for [Name of Food Service] transfer of goods.

Volunteer..... Signature.....

Witness.....Signature.....