

Cafeteria/Kitchen Cleanup Checklist

Persons or organizations using the cafeteria and/or kitchen must complete this checklist to ensure that all areas are clean and ready for use in preparing student meals during the next school day.

The cafeteria/kitchen must be left in a condition that the Sharonville Department of Health, upon inspection, would approve of.

There is no janitor available to clean up after events. All trash is to be removed to the dumpster. Garbage remaining in the building can attract insects and/or rodents.

All cookware belonging to the cafeteria must be washed in accordance with the guidelines set forth by the Department of Health. Instructions for proper dishwashing are posted above the triple sink in the kitchen. Failure to properly wash cookware could cause students to become ill.

Under no circumstances are any cafeteria appliances to be unplugged or moved. If a breaker trips, you must call Scott Hungler at 368-6119.

Please remove all leftovers and do not leave any dishes in the sink.

The completed, initialed checklist is to be returned to the Parish Office by the next business day.

I have read the above policy and agree to complete the Cafeteria/Kitchen Cleanup Checklist provided on the next page.

Signature _____

Name _____

Organization _____

Name of individual in charge of event: _____ Date: _____

Cafeteria

- _____ Serving line wiped off and heating wells turned off
- _____ Ice machine locked and ice scoop stored properly in its holder
- _____ Tables and chairs wiped off
- _____ Floors swept and any spills mopped up (supplies found in janitor’s closet)
- _____ Trash removed to the dumpster and can liners replaced (liners stored in janitor’s closet)
- _____ Tables and chairs returned to their proper position (see location charts on wall)
- _____ All audio/visual equipment turned off and projector screen raised
- _____ All lights and ceiling fans turned off

Kitchen

- _____ Triple sink sanitation method used to clean all items belonging to the cafeteria (this is not optional)
- _____ Pans and utensils returned to the same place from which they were removed
- _____ Food spills in oven or stovetop cleaned up
- _____ Oven and gas (on oven control panel) are turned off, hood vent and exhaust fan turned off
- _____ Steamer wiped out / steamer door left open to prevent mold growth
- _____ Dishwasher (see cafeteria manager prior to use) turned off, emptied, and filters cleaned
- _____ Sinks wiped out
- _____ Floors swept and any spills mopped up (supplies found in janitor’s closet)
- _____ Trash removed to the dumpster and can liners replaced (liners stored in janitor’s closet)
- _____ Rear entrance door of kitchen closed and locked
- _____ Kitchen gate locked
- _____ Other areas of the cafeteria/kitchen not mentioned above are clean and left as found

Two adults must initial below, verifying that the above checklist is accurate. Return this checklist to the Parish Office on the next business day.

_____ Initials

_____ Initials