

Checklist for Kitchen Cleanup

Check each item off as you complete these tasks. Each item must be completed before leaving the premises, unless special permission has been received from the Kitchen Coordinator.

1. _____ All dishes used, returned to kitchen, run through dishwasher and dried.
2. _____ All silverware used, returned to kitchen, soaked in water then run through the dishwasher twice and dried.
3. _____ All dishes and silverware stored in their proper places.
4. _____ Dishwasher screens cleaned, drain water out of dishwasher, replace screens and the drain tube. (See directions on dishwasher)
5. _____ All pots and pans used, scrubbed, then returned to proper storage place.
6. _____ Never pour fat or grease down the kitchen sink drains. Place in a container or can and put it in the garbage.
7. _____ All Tablecloths should be taken home to be washed and ironed or returned to the rental company.
8. _____ All disposable items discarded and garbage bags placed in the dumpster.
9. _____ All garbage cans returned to the kitchen, emptied, and a clean garbage bag placed in each can.
10. _____ Stove top and racks should be cleaned and scrubbed with a non-scratch cleaner. (provided by the church)
11. _____ Sinks and counter tops wiped clean
12. _____ All perishables must be sold, given away or distributed to charitable ministries. Do not leave leftover food in the kitchen.
13. _____ All washcloths, dishtowels, hot pads and aprons used are to be taken home, laundered, and returned to the kitchen by the following week.
14. _____ If hurricane globes and glass candlestick holders are used, please wash and dry them before they are returned to the proper storage area.
15. _____ All dishes left by the church members should be placed in the foyer closet for church members to pick up later. Do not leave dishes in either kitchen.
16. _____ All coffee pots emptied, washed out, dried, reassembled and placed in proper storage area.
17. _____ The Commercial coffee maker must be emptied and rinsed out as per the instructions on the front of the coffee maker.
18. _____ If the manual can opener is used, scrub with brush and hot soapy water and return to holder.
19. _____ Empty the steam table, clean trays and empty water below trays by absorbing with green sponges and dumping water in the sink.
20. _____ Have tables and chairs that your ministry used, folded, stacked, and returned to their proper storage area.
21. _____ Turn off kitchen lights, fans and make sure doors are closed and locked.

Important Notes

- Any food left behind will either be discarded or used within three (3) days.
- If any paper products are needed, a requisition slip must be completed and given to Judy Perrin (Kitchen Coordinator) or placed in her box.