

DAILY KITCHEN CLEANING CHECKLIST

WEEK OF _____

Mark each item with your initials as it is completed daily. Failure to comply with daily cleaning checklist will result in disciplinary action.

UPON ENTERING THE KITCHEN

M T W TH F

- ☐ ☐ ☐ ☐ ☐ Wash hands – using posted hand washing steps
- ☐ ☐ ☐ ☐ ☐ Clean the counter using the 3 step process
- ☐ ☐ ☐ ☐ ☐ Refill the meal/snack cart paper products - silverware, cups, bowls, etc.

PREPARING LUNCHES

M T W TH F

- ☐ ☐ ☐ ☐ ☐ Sort lunch boxes by classroom
- ☐ ☐ ☐ ☐ ☐ Check lunch boxes of children under 4 years of age for the items they may not be served – see posting
- ☐ ☐ ☐ ☐ ☐ Check each lunch box for food needing microwaving
- ☐ ☐ ☐ ☐ ☐ Cover heat up with paper towel prior to heating in the microwave; change paper towel after each heat up
- ☐ ☐ ☐ ☐ ☐ Check temperature of heat up using food thermometer; must be 140° or if food has been previously cooked & you are reheating it must be heated to 165° or above
- ☐ ☐ ☐ ☐ ☐ Cover heated food with aluminum foil & label with child's name
- ☐ ☐ ☐ ☐ ☐ Use bucket of ice to transport milk on cart – milk MUST be labeled with the date & time it was opened prior to leaving the kitchen

PREPARING GSRP LUNCHES

M T W TH F

- ☐ ☐ ☐ ☐ ☐ Check the temperature of each food item using food thermometer; must be at least 140° - if not 140° food will need to be reheated in microwave to 165°
- ☐ ☐ ☐ ☐ ☐ Spoon each food item into number of bowls/trays needed to place directly onto tables in classroom – i.e. if classroom has 2 tables for lunch they need 2 bowls of each item for their classroom
- ☐ ☐ ☐ ☐ ☐ Cover heated food with aluminum foil
- ☐ ☐ ☐ ☐ ☐ Take milk & juice container to classroom & count out number needed (21 for full group) or less in event children are absent, total provided should equal the number of children and staff in attendance
- ☐ ☐ ☐ ☐ ☐ Wash tables in classroom using the 3 step process
- ☐ ☐ ☐ ☐ ☐ Place milk & juice on the washed tables 10 per table, 1 extra for third teacher
- ☐ ☐ ☐ ☐ ☐ Place lunch food on center of each table, include the appropriate serving utensil for each item
- ☐ ☐ ☐ ☐ ☐ Place plates, silverware, & cups on each table
- ☐ ☐ ☐ ☐ ☐ Prepare breakfast items for the following morning

AFTER LUNCHES ARE PREPARED

M T W TH F

- ☐ ☐ ☐ ☐ ☐ Wash dishes using the 3 step process; one sink filled with warm soapy water, one sink filled with filled with rinse water, & dish pan filled with bleach solution between 50 & 100 parts per million of bleach (check with bleach test strip)
- ☐ ☐ ☐ ☐ ☐ Wash inside & outside of microwave using the 3 step process; remove glass tray & wash with dishes in sink
- ☐ ☐ ☐ ☐ ☐ Wash all counters & sink using the 3 step process

- ☐ ☐ ☐ ☐ ☐ Wipe off stove top & burners, spot clean inside & outside of refrigerator, & fronts of cupboards
- ☐ ☐ ☐ ☐ ☐ Wash all shelves on the food cart using the 3 step process
- ☐ ☐ ☐ ☐ ☐ Wastebasket emptied & trash taken to the dumpster
- ☐ ☐ ☐ ☐ ☐ Wastebasket & lid cleaned using the 3 step process on top & outside (check inside when changing the bag, if soiled pour bleach solution from bottle & allow to soak)
- ☐ ☐ ☐ ☐ ☐ Make sure all wrappers to silverware, bowls, & cups are securely sealed
- ☐ ☐ ☐ ☐ ☐ Take dish cloth to washer
- ☐ ☐ ☐ ☐ ☐ Sweep & mop floor – if needed

WEEKLY ROTATED CLEANING TASKS

- ☐ Monday - Wash the mat under dish drainer using the 3 step process
- ☐ Tuesday - Thoroughly wash inside & outside of cupboards
- ☐ Wednesday - Wipe down inside & outside of refrigerator
- ☐ Thursday - Throw out old food in refrigerator, freezer, and cupboards; everything should be labeled with the date opened
- ☐ Friday - Wash out silverware & bowl containers on cart using the 3 step process

EVERYOTHER WEEK

- ☐ Complete grocery order for items needed. Orders are approved by center director prior to submitting to grocery company.

MONTHLY

- ☐ Week 1 - Wash inside & outside of refrigerator, freezer, & cupboards
- ☐ Week 2 - Wash out inside of wastebasket (or more frequently if needed) – pour bleach solution from bottle into bottom of wastebasket & allow to soak – if items are stuck to the bottom put on gloves & use paper towel to get clean
- ☐ Week 3 - Wipe down walls in kitchen, hallway & office area
- ☐ Week 4 - Straighten & organize the janitor's room