

Daily Tasks

11.15am-12.00pm.

Set up dining room for service:

- Make 2 x juice. Record stock on stock sheet.
- Check and refill coffee machine.
- Clean down beverage area. Including floor under coffee machine.
- Put out soup bowls in dining room if required.
- Put soup pot into dining room and plug in, turn on.
- Put out bread selection 2 loaves of each type.
- Put out spreads, record items taken out of stock on stock sheet.
- Turn on salad bar if required for lunch.
- Turn on toaster.
- Put toastie pie machine up for service and turn on.

Set up servery:

- Refill serviettes
- Put out 2 fruit baskets on servery bench
- Count out plates for baking if required.
- Put out glasses if flavoured milk is for lunch.
- Fill and clean sauce bottles
- Put salads into salad bar ready for service.
- Place correct utensils out with salads.
- Place utensils needed for lunch out.
- Put salads into salad bar. Keep covered
- Check washing.

12.00pm-12.15pm

- Help servery assistant with plastics from kitchen through the dishwasher.

12.15pm-1.30pm

- Remove lids from salads
- Replenish bread and spreads as needed
- Replenish salads, sauces and soup as needed in the dining room
- Wash lunch dishes through the dish washer

1.30pm-2.00pm Lunch break

2.00pm-3.00pm

- Clear away breads and spreads. Repackage up bread and place in bread cupboard.
- Re-tray up pcu spreads into clean containers
- Clean down the salad bar
- Return the soup pot to the kitchen
- Clean down the toastie pie machine, and return to cupboard.

- Clean down toaster and place parts to dish wash area.
- Wipe down all tables and white cupboards.
- Straighten all chairs
- Vacuum the dining room floor.
- Remove drink machine containers and put to pot wash to be cleaned.
- Clean down drink machine
- Clean and replenish coffee machine, recording any stocks on stock sheets.

3.00-4.15pm

- Daily cleaning list See attached list.

4.15pm - 4.45 - Break

4.45pm – 5.15pm

Set up for dinner service:

- Count out plates (180) into 6 stacks of 30.
- Turn on salad bar if required for service
- Make up 2 containers of juice, record stock on stock sheet.
- Clean and replenish coffee machine and beverage supplies, full fridge with milk.

Set up servery:

- Refill serviettes
- Write dinner items onto front of bain-marie
- Get appropriate serving utensil out of utensil cupboard ready for service.
- Count late meals and get out the required number of cold plates from servery fridge.
- Place salads into salad bar with correct serving utensils. Put sauce bottles into salad bar.
- Washing

5.15pm-6.15pm

- Count number of late meals and record amount of each type of meal in late book.
- Count out required number of cold plates from the servery fridge.
- Check with Food Service Manager or Assistant food service manager or chef on duty portion sizes and ingredients of items. Check special diet requirements.
- Serve late meals, cover with a late lid and place in blast chiller for chilling.
- If any are special diets label with their name and “special diet”.
- Commence serving the meat and vegetarian items as Directed by the supervisor in a friendly, polite and tidy manner.

6.15-6.30

Check with supervisor before putting up seconds sign

Break

6.30-7.30

- Place all food items on to servery bench for chef to sort.
- Count plates and tell chef how many plates were used.
- Clean and sanitise the bain-marie and all benches in servery area using D2 and D4.
- Wipe down tables and salad bar using D2.
- Lux floor
- Empty dining room rubbish bins and reline bins.
- Clean and coffee machine. Refill beverages.
- Put out clean bowls of tea spoons.
- Top up milk in dining room fridge. (three bottles of each)
- Remove juice machine parts to pot wash area to be washed. Clean down juice machine. Place machine back together.
- Close windows.
- Ensure all servery cupboards, and cupboards in dining room are locked.
- Complete night worker check list and fridge temperatures.
- Washing
- Help out kitchen team as needed.
- Take late book to RA in office area and let know you are finished.

7.30-7.45 - Lock up duties.

Kitchen lock up duties: 7.30pm-7.45pm

1. Make sure all benches and equipment are clean and tidy.
2. Check all equipment has been turned off.
3. Check late meals are in late fridge and blast chiller has been turned on for left over's
4. Lock and padlock all cupboards/ rooms and fridges
5. Make sure floor has been mopped
6. Check dish wash area. Tubs are up and labelled.
 - One for mugs
 - One for cutlery
 - Two if needed for late plates
7. Check all washing has been folded and put away and that there is a load in the washing machine and a load in the dryer.
8. Make sure all boxes and crates have been put into the correct areas.
9. Make sure the recycling and rubbish bins have been emptied, cleaned and sanitized.
10. Make sure the tea and coffee are is clean and tidy. Make sure the canisters are clean and refilled.
11. Make sure the bread and spreads are out for supper and left on the kitchen bench
12. Lock the two doors between the kitchen and the dining room. The swing door and the door by the manager's office.
13. Make sure the kitchen hands have cleaned the bench from their meals.
14. Lock the key cupboard; make sure the swing door key and the servery keys and hanging up. Lock the roller door between the kitchen and servery.
15. Lock the roller door to the toilet.
16. Lock the door to the locker room, making sure the lights are out.
17. Lock the laundry
18. Make sure the locker room keys are hung just inside the back door.
19. Turn off all lights and lock the back door.

Kitchen hands to check with you before leaving.

Cleaning list for Dining Room Supervisor:

Monday:

Front of servery area

Heaters/skirting's dust and wipe

Poles and window sills dust and wipe

Small Dining Room Fridge

Coffee machine area including: walls, table top, outside of machine and floor area.

Tuesday:

Lino and tiles on floor in servery

Dining room fridge

Coffee machine deep clean inside of machine

Dust all painting and art work.

Wednesday:

Dining room fridge

Coffee machine area. Same as Monday

Toaster area including walls, vacuum under container

White containers inside and out including cereal bar

Thursday:

Dining room fridge

Servery walls and doors

Deep clean coffee machine

Friday:

Window sills

Spot clean carpet and chairs

Vacumn cleaner clean and empty bag.

Dining room fridge