

Appendix A: Opening and closing checks for use of Parish Kitchen

These are essential and they must be carried out by everyone who is using the kitchen.

This helps us to maintain basic standards and to ensure that we serve food safely.

Date of Function:							
Name of group using the kitchen:							
Person responsible in the kitchen:							
Opening checks:							
You must do these checks when you arrive to set up at the beginning of your function:							
	<ul style="list-style-type: none"> • The fridge is working properly. A note should be taken of the temperature and then hourly throughout the function. 						
	<ul style="list-style-type: none"> • If used, the oven is working properly. 						
	<ul style="list-style-type: none"> • Staff (volunteers) are fit for work and wearing clean work clothes. Each volunteer should wear an apron over their clothing or if they wear their own apron it should be freshly laundered and not have any pockets. 						
	<ul style="list-style-type: none"> • Food preparation areas are clean and disinfected – before you start no matter how clean things look, wipe over with a fresh cloth and disinfectant spray. 						
	<ul style="list-style-type: none"> • There are plenty of handwashing and cleaning materials (soap, paper towels, cloths etc). 						
	<ul style="list-style-type: none"> • If any aspects of the kitchen (eg cleanliness or equipment functioning) require attention please let the Caretaker know (office hours Monday – Friday, 8am – 11am) so that it can be followed up. 						
	<ul style="list-style-type: none"> • All food served at events / meetings must have a list of ingredients held by the event organiser. 						
Please initial each of the boxes to show that you have checked each item and then sign below:							
During the course of your function:							
	<ul style="list-style-type: none"> • You should regularly check and record the temperature of the fridge. This should not exceed 5°C for more than a few minutes after opening for access 						
	Time						
	Temp						
	<ul style="list-style-type: none"> • You should not leave food standing around for long periods of time. • Use the temperature probe to check that you have heated through food to the appropriate temperature • After using the probe disinfect it with the wipes. 						

Closing Checks:

Before you leave the following checks must be done:

<ul style="list-style-type: none">• No food has been left out.	
<ul style="list-style-type: none">• If leaving any food in the fridge, it has been sealed, and labelled with the date of opening and the name of whom or for which group it has been left.	
<ul style="list-style-type: none">• If leaving milk in the fridge for 'the next user of the hall' it has been marked with the date when opened (the use by date is irrelevant once it has been opened) and consumed or discarded within 48 hours of opening.	
<ul style="list-style-type: none">• Food which has been opened has been disposed of appropriately.	
<ul style="list-style-type: none">• Crockery, cutlery, glasses and any other utensils have been washed, dried and put away.	
<ul style="list-style-type: none">• Dirty tea towels have been placed in the 'dirty tea towels bin' for cleaning.	
<ul style="list-style-type: none">• Cloths for wiping down the surfaces and washing up have been disposed of.	
<ul style="list-style-type: none">• Surfaces and oven have been cleaned.	
<ul style="list-style-type: none">• Floor has been swept and cleaned.	
<ul style="list-style-type: none">• Parish groups must separate recyclables and rubbish into the appropriate bins in the car park.	
<ul style="list-style-type: none">• Hirers of the hall and meeting rooms must remove all rubbish and recyclables from the premises.	
<ul style="list-style-type: none">• The filter on the dishwasher has been cleaned and drained and the door left open. Do not touch the dishwasher cleaning fluid reservoirs. These will be refilled by the Caretaker.	
<ul style="list-style-type: none">• Toilets have been checked and left in a fit condition for the next person.	
<ul style="list-style-type: none">• Taps in the kitchen and toilets have been turned off.	
<ul style="list-style-type: none">• The water heater has been turned off.	
<ul style="list-style-type: none">• The shutters between the kitchen and the hall have been closed.	
<ul style="list-style-type: none">• Lights in the kitchen and hall, including the emergency exit light have been turned off.	
<ul style="list-style-type: none">• All windows and doors, including the fire exit door from the hall, have been locked.	