

Kitchen Clean Up Check List

In order to keep our kitchen beautiful, clean and in order for all, we are providing you with this check list as a guideline for clean up.

_____ **Stove** Make sure the oven is turned off and clean any spills that might have occurred during baking. Clean the grill, empty and clean the grease catch and spout, wipe burners, turn off the lights and fan above the stove.

_____ **Refrigerator** Make sure all the food, including liquids, are covered. If the food stored in the refrigerator is going to be used within a week, please label and date it. After a week it will be thrown away. Please wipe all doors and handles.

_____ **Warming Table** Make sure it is turned off. Wipe off the inside of all warming tubs, lids, glass, top counter and bottom shelf.

_____ **Preparation Tables** Make sure they are wiped clean and clear of any utensils. The only items which should be left on the counters are the kitchen knives and clean dishes that belong to the volunteers or caterers of your event. If the coffee maker was used, make sure that the coffee thermos and thermos pumps are rinsed and put away.

_____ **Sinks** The sinks must be cleaned and free of any grease and/or food. Don't forget to wipe around the sink area as well. Nothing should be left in the sinks or on the adjacent counter space.

_____ **Dishwasher** Make sure the dishwasher is turned off. Empty the inside tray and wipe dry all around the dishwasher area. All dishes should be put away.

_____ **Trash** If our Sexton (Charles) is not assisting or available during your event, you are responsible for ensuring the trash from your event is bagged and placed in the dumpster outside.

Please take all dirty dish towels, wash clothes and aprons home to clean and return them as soon as possible. Currently we do not have a laundry service.

Thank you for your cooperation in keeping our kitchen area clean for all.