

Daily and Weekly Jobs for Kitchen.

Wk Beg:

	Jobs			Mon	Tue	Wed	Thu	Fri
1	Work surface & tiles							
2	Shelves & cupboards							
3	Fridge							
4	Break & meal times, cleaning plates & cutlery							
5	Liquidizers when used							
6	Temp probe – record this with meal temps.							
7	Dishwasher							
8	Cooker							
9	Sterilising units							
10	Bin							
11	Kettle							
12	Cupboards							
13	Check food in fridge, cupboard & shelves are in date							
14	Floors							
15	Cobwebs							
16	Check for signs of pests							
17	Sink & wash basin							
18	Walls							
19	Light switches							
20	Door handles							
Bold = Daily , Unbold = cleaning day. N.B If there is a problem with the kitchen please make sure you record it where we record meal temperatures & don't forget to sign it & tick opening & closing checks early & late staff.								