

Daily and Weekly Jobs for Kitchen.

Wk Beg:

	Jobs			Mon	Tue	Wed	Thu	Fri
1	<b>Work surface &amp; tiles</b>							
2	Shelves & cupboards							
3	Fridge							
4	<b>Break &amp; meal times, cleaning plates &amp; cutlery</b>							
5	<b>Liquidizers when used</b>							
6	<b>Temp probe – record this with meal temps.</b>							
7	Dishwasher							
8	Cooker							
9	<b>Sterilising units</b>							
10	<b>Bin</b>							
11	Kettle							
12	Cupboards							
13	<b>Check food in fridge, cupboard &amp; shelves are in date</b>							
14	<b>Floors</b>							
15	Cobwebs							
16	<b>Check for signs of pests</b>							
17	<b>Sink &amp; wash basin</b>							
18	Walls							
19	<b>Light switches</b>							
20	<b>Door handles</b>							

**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.