Daily and Weekly Jobs for Kitchen. Wk Beg:

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|  | **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. |