BELTON ISD SCHOOL NUTRITION DEPT.

2014-15

CAFETERIA CLOSING INSTRUCTIONS AND CHECKLIST

SCHOOL: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* INITIAL EACH ITEM WHEN COMPLETED
* SIGN ON LAST PAGE WHEN ALL IS COMPLETED
* TURN IN CHECKLIST TO YOUR SUPERVISOR

GENERAL:

* **KEYS:** Bring all keys, including Freezer & Cooler Keys to Donna on June 4. Any employee with extra set of keys - needs to give their keys to the Manager (for office/Donna).
* Schoolsscheduled for **Cooler/Freezer Repairs** during the summer, make sure cooler/freezer is clean and empty.
* **Summer Feeding sites** - Please consult Donna for special closing directions.
1. REACH-IN COOLERS: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* All reach-in coolers are free of all food.
* All reach-in coolers have been thoroughly cleaned.
* Reach-in coolers should be left running.
1. MILK BOXES: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* All milk boxes have been thoroughly cleaned.
* All milk boxes are empty and unplugged.
* Leave lid open and push out of way.
1. WALK-IN COOLERS: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* \*\*\*ONLY Fresh Fruit/Vegetables and food going out of date can be transferred to summer feeding\*\*\* – Please DO NOT send everything that’s left in your kitchen. It’s okay to keep food to use in August if it’s not going out of date! Moving food around unnecessarily wastes labor time.
	+ If you have food for Summer Feeding – let Donna know what it is and when it expires - by email before June 4th. She will let you know if something else needs to be done with it or coordinate pick up.
* Leftover Milk needs to be left in milk crates in the walk in cooler for Borden’s to pick up.
* Walk-in Coolers are free of all leftovers.
* All shelving removed, cleaned, scrubbed, and reinstalled.
* All walls cleaned and washed.
* Floor swept and mopped.
* The cooler should be left so that access to the refrigeration unit is possible for repair work if needed.
1. WALK-IN FREEZER: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* All cases have School Name on them – in case repairs are needed and food is moved.
* Walk-in freezer shelves are clean and free of ice and juice from meat products.
* Cheese (all types – except canned, shelf stable pouches and cups) have been removed and stored in the freezer for the summer.
* All foods, including leftover butter and cheese, are tightly wrapped, dated and properly stored. Store margarine in a pan in case the freezer goes out over the summer.
* All remaining flour has been tightly wrapped and stored in the freezer.
* No items are stored on the floor.
* Freezer floor has been swept and cleaned.
* All visible ice has been removed from the floors, walls, ceiling, etc.
* The freezer should be left so that access to the refrigeration unit is possible for repair work, if needed.
1. ICE MACHINES: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* Empty all ice from ice machine.
* Clean inside of machine with bleach water. Rinse well.
* Take towel and wipe under lid & top.
* Sanitize the outside of the machine.
* Ice machine is left running.
1. ICECREAM BOXES Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* All shelving removed, cleaned, scrubbed, and reinstalled.
* All walls cleaned and washed.
* Floor of box is swept and mopped.
* Ice cream boxes are unplugged.
1. STOREROOM & DRY GOODS: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* All remaining flour, sugar, rice, dry beans, cornmeal, oatmeal, etc., are covered and stored for the summer in the walk-in freezer.
* Any remaining individual or gallon jars of catsup, salad dressing, mustard, or tartar sauce are stored in the walk-in cooler. Discard ALL open gallon containers.
* Any cans that are rusted, bulging or leaking have been discarded. Supervisor has been notified.
* All spices and seasoning are properly wrapped and stored in the walk-in cooler to prevent bugs. Spices dated 2013 or older should be discarded.
* Storeroom shelves, walls, and floors are swept and cleaned thoroughly.
* All items in the storeroom are on shelves or dunnage racks – NOT ON FLOOR.
* **The storeroom is left in an orderly manner, so that the exterminator can exterminate the storeroom during the summer – there is an aisle completely around the storeroom where someone can walk**.
1. COOKING EQUIPMENT: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* Mixers, steamers, tilt skillets, and steamjacket kettles have been cleaned according to manufacturer’s instructions.
* Steamer doors are left open to prevent the gaskets from being damaged.
1. PORTABLE WARMERS AND PROOF BOXES: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* All warmers (warmer and shelves) are free of food particles and are clean. All gaskets are free of food.
* All warmers are not used for storage of pots and pans, etc. over the summer months.
1. VENTILATOR HOOD AND AIR-CONDITIONING VENTS: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* If possible, all dust and grease should be removed from the air conditioning vents and the vent hood in the kitchen.
* The hoods will be steam cleaned every two years – this will happen on odd numbered years (2015, 2017, 2019, etc.)
1. DISH MACHINES: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* Dish machine is clean, scrap trays emptied. Wash and final rinse spray arms have been removed from machine, thoroughly cleaned and de-limed and replaced.
* The inside and outside of the dish machine has been delimed. Use a de-limer for the dish machine. Follow instructions when using this product. Be sure and rinse the surfaces after you have used the de-limer.
1. GARBAGE DISPOSERS AND DRAIN LINES: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* Garbage disposers are free of food.
* Each sink drain line in the kitchen has been flushed with hot water at maximum force for 10 minutes.
1. DISHES: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* Compartment trays, dishes, trays, glasses, have been removed from the serving areas or are stored in one area of the kitchen and covered with plastic. Do NOT use trash bags - Use CLEAR Bag – like a Bun Pan Rack Cover.
* All silverware (including knives and small serving utensils) are stored in a covered container and locked in the storeroom.
1. OVENS: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* Racks removed and scrubbed.
* Inside cleaned and free of debris.
* Outside cleaned.
1. FLOORS: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* Swept and mopped thoroughly.
* Baseboards cleaned and washed.
* Tile floors have been Power Washed.
1. WALLS: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* Clean and wash all walls, including brick walls in kitchen and serving area.
1. STEAMTABLES: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* All steam table wells are clean and delimed. Use de-limer. Follow instructions and rinse steam table wells after using the de-limer. Do not use scouring pads or abrasive cleaners on sneeze guards as this damages them and makes them cloudy to look through.
* The serving counters have been clean and polished. Shelves underneath counters are cleaned and polished. All napkins, straws, etc. have been moved into the storeroom for storage during the summer. This area should be left free of all items since the cafeterias will be exterminated during the summer.
1. MISCELLANEOUS CLEANING: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* All other major electrical equipment in kitchen has been cleaned (coffee pot, microwave, etc).
* All shelves and drawers have been cleaned and polished.
* All racks used for storage of pots and pans have had everything removed and cleaned before any utensils are placed on them for storage during the summer.
* All large utensils have been washed and stored inverted in bins or covered with plastic dust covers on pan racks in the pantry.
* All worktables have been cleaned and polished.
* Restrooms are clean.
* All dishcloths, towels, potholders, etc. have been laundered and stored.
* Worn out mop heads have been discarded. New mop heads need to be ordered at the start of school.
* No mops, mop heads, or brooms have been left on the outside porch or storage area for the summer.
* Employee lockers are empty and doors left open so the lockers can be sprayed for bugs during the summer.
* Rubber mats should be scrubbed and hung upside down to dry. When dry, stack flat.
* Personal decorations on the serving lines need to be taken home over the summer or stored neatly in the pantry.
1. UNUSABLE EQUIPMENT: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* All worn out or grease soaked towels, washcloths, paper, cardboard cartons have been discarded.
* All worn out brooms have been set aside for supervisor inspection before they are to be discarded.
* All worn out scoops have been set aside for supervisor inspection before they are to be discarded.
* All broken and cracked dishes/trays have been discarded.
1. MANAGER’S OR LEAD’S OFFICE: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* Manager’s office and desk are clean and nothing is left sitting out (except copy of physical inventory.)
* Bulletin Boards are clean and blank.
* Remove paperwork and tape residue off Manager’s or Lead’s door and walls.
1. COMPUTER EQUIPMENT: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* Cashiers are to shut down the POS computer and turn off the monitors.
* The managers need to leave their office computer ON but they need to unplug the printers and turn off the monitors. DO NOT COVER OFFICE COMPUTER
* Battery backup units should be left on. Do not turn off.
1. RECORDS MANAGEMENT: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* All work orders for kitchen repairs have been entered into Maintenance system.
* **Dispose** of old unused free and reduced applications.
* Take Food Production Records out of binders and place them in order in a BANKER’S box dated with School Name, FOOD PRODUCTION RECORDS 2013-2014. Bring box(es) to the office.
* HACCP, CN Label, Manager Procedure, and Specialist Training Binders should all be turned in to office.
* End of Year Inventory is entered in the Nutrikids program.
* Directions were followed on Storing/Disposing of Working Files (in Manager Procedure Manual)
1. CHANGE FUNDS: Complete? \_\_\_\_\_\_(Manager’s or Lead’s initials)
* Change funds must be deposited in bank (unless you are a summer feeding site).
	+ The office will need all blue bags for start up money in August!
	+ Each Summer site will keep 1 line’s change fund. If a summer site won’t open until August, store the 1 line’s change fund in your safe.
1. APRONS:
	* Employees should leave clean aprons with the Manager for employees to use next year at the same school. This includes the brown cow aprons and the red aprons.

**My signature below means that I made sure everything on this list was completed in my kitchen. It also means I am bringing the correct binders and paperwork in to the SN office on June 4th.**

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**Manager’s or Lead’s Signature Date**

**June 4th – Bring to office:**

**~Keys**

**~Binders Still Full (HACCP, CN Label, Manager Procedures, Specialist Training Manual)**

**~This form completed and signed**

**~Banker’s box(es) full of food production records (out of binders)**

**~Any other paperwork needed by office – invoices, credit memos, etc.**

**~Blue Bank Bags**