

### Morning Kitchen Crew (Breakfast Clean-Up)

*\*Please note that these steps should be done in order.*

*\*Employees must wear clean gloves, and a hairnet or hat, when handling food items and/or sanitized items*

#	Daily Tasks	
1	Turn on dishwasher (if not on already)	
2	Use pitchers to refill food warmers (approx. 5 small pitchers –or– 2 large per warmer)	
3	Check water level to make sure it isn't too high (the water shouldn't touch the food pans)	
4	Plug in and turn on all food warmers needed for today's lunch – if in doubt, turn it on	
5	Record temperatures for freezer and refrigerators on posted logs	
6	Put OJ and milk crates back in breakfast fridge (gloves)	
7	Refill each cereal container that is more than ½ empty (gloves, hat/hairnet)	
8	Close up all cereal container lids and boxes (gloves, hat/hairnet)	
9	Put any empty boxes into recycling	
10	Calibrate thermometer using ice water—let it sit for a few minutes	
11	If necessary- adjust thermometers with teacher assistance, record on log	
12	Disinfect thermometers (gloves)	
13	Put all cereal containers back in labeled cabinet	
14	Put all clean unused trays back in pile	
15	Put clean unused bowls back in labeled cabinet	
16	Restock plastic-ware in tray, put away in labeled cabinet	
17	Spray and wipe front & back serving countertops	
18	Spray and wipe all other kitchen countertops, move items as needed	
19	Restock coffee condiments as needed	
20	Sweep front of breakfast counter (hallway) and kitchen floor	
21	Put basket of breakfast goodies in school store (ask teacher if locked)	
22	If clean dishes are dry in the strainer, put them away	
23	Microwave wet dish sponge (when tray crew is done with sponge)	
	<b>At the beginning of each month:</b>	
1	Throw out old dish sponge, get new one	
2	Take down all old temperature logs, hang up new ones	