

3.8 BASIC KITCHEN OPENING AND CLOSING CHECKS

WOODHAM MORTIMER PRE-SCHOOL

Enter a tick ✓ and initial if satisfactory. Enter X and initial if a problem and make a note overleaf. Add action taken and if problem is resolved sign and date. **TO BE COMPLETED DAILY**

Week Commencing:

Personal hygiene:

- Hands washed
- Clean apron
- Hair tied back
- Food preparation gloves

Appliances working:

- Microwave – if used
- Kettle
- Fridge – record temperature, ensure raw/cooked food is stored separately

Cloths clean:

- Washing up cloth or sponge
- Cleaning cloth
- T-towels

Cleaning:

- Clear Work top
- Use **BLUE** cloth
- Spray with anti-bacterial spray

Children’s food allergies checked (see list)

Food fresh and in-date

No physical or chemical or pest contamination of stored food.

Mon	Tue	Wed	Thu	Fri

CLOSING CHECKS:

Unused food put away correctly

Leftover food and past sell-by-date food discarded

Crockery and utensils washed up and put away dry

Rubbish removed/bin cleaned

Dirty towels/ tea towels removed for washing cloths discarded

Work surface clean and disinfected

Floors clean.

Report any problem(s) here with action taken on the back of this form

Further guidance

Safer Food Better Business (Food Standards Agency)

www.food.gov.uk/foodindustry/regulation/hyglleg/hygllegresources/sfbb/sfbbcaterers