

BASIC KITCHEN OPENING AND CLOSING CHECKS: South Otterington Community Pre School

OPENING CHECKS:	DATES:					COMMENTS:
Personal hygiene:						
Hands washed						
Clean apron						
Hair tied back						
Fridge/Freezer:						
Working properly						
Temp checked and recorded						
Raw and cooked food separate						
Separate containers for shared fridge						
Appliances Working:						
Portable cooker						
Kettle						
Cloths Clean:						
Dish cloth						
Replace j cloth daily						
Surface						
T-towels						
Children's Food Allergies Checked (see list)						
Food fresh and in date						
Packed lunches used within 4 hours of prep.						
No contamination of food						
Closing Checks:						
Unused food put away correctly						
Crockery washed up and dried						
Rubbish removed and bin emptied						
Cloths removed for washing						
Work surface cleaned						
Floor cleaned						

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SIGNATURE