

CANTEEN CHECKLIST

For SATURDAY and SUNDAY DUTY

START OF DAY

- TURN ON HOT WATER
- SWEEP/CLEAN AREA AS NEEDED
- SET UP KITCHEN AND COOKING AREAS
- SET UP MICROWAVE & PIE WARMER
- CHECK REFRIGERATION & FREEZER – STOCK AS NEEDED
- FILL & TURN ON URN
- FILL DRINK BINS WITH ICE
- SET UP TABLES & CHAIRS ON VERANDAH
- SET UP SIGNAGE & MENU BOARDS
- SET UP YOUR MONEY TILLS
- SET UP RUBBISH BINS WITH BAG LINERS
- CHECK TOILETS UNLOCKED, CLEAN & PAPER AVAILABLE
- START COOKING
- **ALL HEATED COOKING EQUIPMENT MUST BE SUPERVISED BY ADULTS AT ALL TIMES WHILST HEATED.**

END OF DAY

- EMPTY/TURN OFF/WIPE DOWN:
 - PIE WARMER
 - MICROWAVE
 - FRIDGE & FREEZER
 - URN
- TURN OFF ALL GAS SUPPLIES – ALLOW TO COOL
- WASH ALL DISHES/CUTLERY & PUT AWAY
- REMOVE ALL RUBBISH TO THE COMMERCIAL WASTE BIN PROVIDED – Must remain locked after use – key on keys
- SWEEP FLOOR & HOSE DOWN IF REQUIRED. BROOM EXCESS WATER FROM FLOOR
- CHECK ALL EXTERNAL AREAS FOR RUBBISH:
- TURN OFF HOT WATER
- EMPTY ALL FRIDGES & FREEZERS & TURN OFF POWER
- **DO NOT LEAVE FOOD ITEMS IN FRIDGES.** OPEN DOORS TO ALLOW DRYING OUT.
- PACK AWAY SIGNAGE, TABLES & CHAIRS FROM VERANDAH
- TURN OFF LIGHTS & FANS
- LOCK UP BUILDING, TOILETS and RUBBISH BIN