

# *Mad Hatters*

## **Kitchen Guidelines**

1. All kitchen equipment must be cleaned regularly.
2. All work surfaces to be cleaned with Milton solution.
3. Fridges and freezers to be defrosted monthly.
4. Floors to be swept and mopped at the end of each day.
5. All cupboards to be emptied and cleaned each month.
6. To rotate food stock so as to keep dates correct.
7. To monitor fridge and freezers temperatures each day and record as necessary.
8. To wear the necessary uniform to work in the kitchen i.e. apron and hat.
9. To be responsible for children's meals and to make them nutritious and appetising.
10. To monitor and record food temperatures before serving meals.
11. To attend relevant meetings and courses when required to do so.
12. To prepare weekly menus.
13. To keep completely confidential any information regarding the children, their families or other staff which is learnt as part of the work.
14. To have knowledge of the Health & Safety Policy and its implementation in the workplace.
15. To be responsible for the cleaning of Kitchen, cupboards, fridges, freezers, pantry, walls and floors.
16. To be responsible for all cleaning of kitchen equipment such as plates, cutlery, saucepans etc.
17. To undertake such associated duties in line with the grading of the post as may from time to time arise, develop or be assigned.
18. To hold a Food Safety certificate.
19. To hold a First Aid certificate.
20. To be responsible for all duties which arise from working in the Kitchen
21. To keep all tables clean and clean with Milton solution.
22. To be polite, happy and courteous at all times.
23. No Smoking while working on premises.
24. To complete all written records in accordance with the Safer food, Better Business