# Kitchen Duties Checklist Date: From to

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed  | Thurs | Fri | Sat | Sun |
|  | **OPENING DUTIES** |
| Turn On Hood Vents |   |   |   |   |   |   |   |
| Clean Merry Chef Oven, Then Turn On (10am) |  |  |  |  |  |  |  |
| Ensure Freezer Pull Was Done (10am) |  |  |  |  |  |  |  |
| Temperature Check Fridge and Freezer |  |  |  |  |  |  |  |
| Turn On Fryers (10:30am) |   |   |   |   |   |   |   |
| Set-Up Warmers (10:30am) |   |   |   |   |   |   |   |
| Heat Gravy/Chili |   |   |   |   |   |   |   |
| Set Up Salad Bar |   |   |   |   |   |   |   |
| Check Produce Supply And Order As Necessary |   |   |   |   |   |   |   |
| Set-Up Dairy Sauces In Ice-Bath |   |   |   |   |   |   |   |
| Set Up Dish Pit |   |   |   |   |   |   |   |
| Set Up Cutlery Soak |   |   |   |   |   |   |   |
| Turn Heat Lamp On At 11am |   |   |   |   |   |   |   |
|  | **Daytime** |
| Complete The Weekly Duty |   |   |   |   |   |   |   |
| Organize Freezers, Fridges and Dry Storage |   |   |   |   |   |   |   |
| Filter/Change Fryers As Needed |   |   |   |   |   |   |   |
| Complete PREP AND PORTIONING LIST |   |   |   |   |   |   |   |
| Make Tortilla Salad Bowls  |   |   |   |   |   |   |   |
|  | **Before Dinner** |
| Ensure Sauce Bottles Are Topped Up |   |   |   |   |   |   |   |
| Ensure The Line Is Tidy & Organised |   |   |   |   |   |   |   |
| Take out Garbage |   |   |   |   |   |   |   |
| Sweep Floors |   |   |   |   |   |   |   |
| Mop  |   |   |   |   |   |   |   |
| All Stations Are Ready For Dinner |   |   |   |   |   |   |   |
| Check Chili & Gravy Levels |   |   |   |   |   |   |   |
| Stock Carrots, Celery and Dips in Expo |  |  |  |  |  |  |  |

# Weekly Duties

**Monday** AM Boil Out half of fryers PM Deep clean Merrychef Station

**Tuesday** AM Boil Out half of fryers PM Clean under fridges

**Wednesday** AM Clean Hood PM Defrost small freezers

**Thursday** AM Clean out freezer and re-stock PM Deep Clean Salad Station Inserts

**Friday** AM Clean Fryers PM Clean Expo Area

**Saturday** AM Clean in and around shelving PM Clean Wire Baskets and Baskets

**Sunday** AM Clean Microwave and steam kettles PM Clean and Organize Fridges

Kitchen Closing Duties From \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ to \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

|  |  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- | --- |
|  | Mon | Tues | Wed | Thur | Fri | Sat | Sun |
| Salad table |
| - Clean inside (Bottom, shelves and doors) |  |  |  |  |  |  |  |
| - Wipe outside and doors |  |  |  |  |  |  |  |
| - Clean flip lid |   |   |   |   |   |   |   |
| - Remove inserts and clean |  |  |  |  |  |  |  |
| - Replenish |  |  |  |  |  |  |  |
| - Organize for FIFO |  |  |  |  |  |  |  |
| - Clean all bottles |  |  |  |  |  |  |  |
| Merrychef Exterior |
| - Wipe outside |  |  |  |  |  |  |  |
| - Put trays and grill in Degreaser to soak |  |  |  |  |  |  |  |
| - Spray Cleaner inside  |  |  |  |  |  |  |  |
| Dishes  |
| - Cleaned and put away |  |  |  |  |  |  |  |
| - Dishwasher taken apart, filter cleaned |  |  |  |  |  |  |  |
| - Clean walls and shelves of dish area |  |  |  |  |  |  |  |
| Wing Sauces |
| - Empty and clean sauce containers and lids |  |  |  |  |  |  |  |
| Additional Duties |
| - Wipe down fryers |   |   |   |   |   |   |   |
| - Empty and clean warmers |   |   |   |   |   |   |   |
| - Sweep under equipment, floors, fridge, freezer & dry storage |   |   |   |   |   |   |   |
| - Stock takeout containers |   |   |   |   |   |   |   |
| - Wipe-out microwave |   |   |   |   |   |   |   |
| - Wipe down fridge and freezer doors |   |   |   |   |   |   |   |
| - Wipe down & sanitize tables |   |   |   |   |   |   |   |
| - Sweep  |   |   |   |   |   |   |   |
| - Clean all sinks and stock soap |   |   |   |   |   |   |   |
| - Temp checks |   |   |   |   |   |   |   |
| At Closing Time |
| - Fryer off |   |   |   |   |   |   |   |
| - Hood vent off |   |   |   |   |   |   |   |
| - Heat lamp off |   |   |   |   |   |   |   |
| - Turn off sinks |   |   |   |   |   |   |   |
| - Freezer organization for FIFO |   |   |   |   |   |   |   |
| - All sauces cleaned and put in fridge |   |   |   |   |   |   |   |
| - Garbage |   |   |   |   |   |   |   |
| - Chili and gravy put away |   |   |   |   |   |   |   |
| - Service window cleaned |   |   |   |   |   |   |   |
| - Clean printer |   |   |   |   |   |   |   |
| - Check back door is locked |   |   |   |   |   |   |   |

