

## KITCHEN GUIDELINES and CLEANING

Follow Menu. Approve changes with Education Coordinator or Nutrition Manager.

Countertops, equipment and tables are cleaned and sanitized at the beginning of the day and after food prep tasks and after the meal or snack.

Cupboards and drawers are kept clean.

Tables legs and chairs are kept clean. Walls are kept clean.

Kitchen floor is swept and mopped daily.

Dining room floor is swept daily (spot mop as needed). Mop every Tuesday and Thursday.

Spill buckets are run through dishwasher.

### FOOD STORAGE

Dry storage area is kept at 50-70°F.

Store food 6" above floor.

Cover, label and date all foods. Opened packages must be stored with tight fitting lids or re-sealable plastic bags or clips.

Follow FIFO-first in, first out.

Bulging or leaking cans must be returned to vendor for credit and/or disposed.

Chemicals must not be stored near food.

Refrigerators and freezers are cleaned weekly; temperatures recorded daily.

### SUMMER BREAK

Clean, defrost and dry all refrigerators, freezers, not used during the summer. Prop door open for air circulation.

No leftover foods will be stored over the summer. Store items such as flour in sealed container to eliminate pests or use the flour for playdough (label it for playdough).

Notify linen service, garbage pickup, bread delivery etc. of end and start up dates.

Put cap on dish machine sanitizer for summer. The chlorine dissipates into the air and becomes ineffective. May need to start year with new sanitizer.

## HYGIENE

A hairnet must be worn in the kitchen.

No sleeveless shirts.

Shoes need to cover entire foot.

## SETTING TABLES

Canned fruit, cheese or bread can be placed on the table ½ before the meal is served. Must be covered.

Crackers, and other non-perishables may be placed on the table 1 hour before the meal is served. Must be covered.

Perishable foods and hot foods may be placed on the table just before the meal begins. Cover as needed.

Condiments can be served even if not listed on the menu-ketchup, dressings, ranch for dipping, tartar sauce.

If mealtimes change, notify nutrition manager to update the CACFP Agreement with the state office in Pierre.