

## Westminster Church Kitchen Cleanup Checklist

**Please complete after kitchen clean-up and leave in the box on the kitchen desk.**

1. \_\_\_\_\_ Wash all tables and chairs used in dining room using soapy water and dishcloths; return items/food to kitchen; throw away trash in dining room; clean up any spills/scrap on floor; return creamers to fridge (put into Ziploc bag to be used first next time) PUT EMPTY CREAMER CONTAINER INTO FREEZER. (Be sure to clean all salt/pepper shakers and condiment bottles.)
2. \_\_\_\_\_ Wash and return all utensils and any other items to their proper places.\*  
*\*Pots should be washed by hand using 3-sink system; all other items should be washed in dishwasher, air-dried, and put away. \* Clean coffee urns according to instructions at the sink; wipe area around coffee makers, including coffee oils above brew basket; leave central cylinder out to dry.*
3. \_\_\_\_\_ TURN OFF and drain and clean tilt-kettle; TURN OFF and drain /clean steam table; wipe it dry and put it back in storage area. TURN OFF warming cabinet; wipe inside and out
4. \_\_\_\_\_ TURN OFF and clean range top and ovens, mixer. TURN OFF lights and hood fan.
5. \_\_\_\_\_ Turn off hot water booster under dishwasher. **PLEASE DO NOT ADJUST WATER HEATER.**
6. \_\_\_\_\_ Turn off black power switch on dishwasher; turn wall thermostat to 75 F summer and 65 F winter.
7. \_\_\_\_\_ Clean up any spills on the kitchen floor.
8. \_\_\_\_\_ Put recyclable glass and cans into outside recycling container.
9. \_\_\_\_\_ Clean countertops and sinks thoroughly: wash stainless surfaces with soapy dishcloth, and then clean again with stainless steel cleaner and paper towels.
10. \_\_\_\_\_ Check refrigerator and freezer to be sure all food has been removed or labeled for use.
11. \_\_\_\_\_ Empty all trash cans and take to Dumpster outside; put fresh bags in cans.
12. \_\_\_\_\_ Turn off all lights; lock outside doors.
13. \_\_\_\_\_ Take tea towels, dishcloths, dirty hot pads, and used aprons home with you to be laundered and returned promptly.

**Please complete the following questions (continue on back if needed):**

1. Do any supplies need to be restocked? If so, please write here:

2. Was anything broken that needs to be replaced? If so, what?

3. Was any equipment not in working order? If so, what?

Print Name: \_\_\_\_\_

Group: \_\_\_\_\_

Please Print

Date: \_\_\_\_\_