

WHITEHOUSE KITCHEN BRIEF

- **Arriving to Work**
- Arrive to Work 10 Minutes Before the Start of Your Shift
- Remember to sign in at the start of your shift
- Clean and Fresh Uniform Daily is a **Must** - hair tied back (if necessary), fingernails clean
- Store Personal Belongings in the staff room in a Tidy Manner

- **Getting Started with Your Shift**
- Check all Fridges/Freezers are running Correct Temperature and record on daily records
- Check and put away Delivery.. Store Straight Away the Invoice in the folder
- Is your Work Area Clean and Ready For a Start?
- Are your Team all Ok and Ready for a Start too?
- Open up the Fridges and have a good poke about Checking Labels and Dates
- Enquire about bookings and any guest booked that may have Special Dietary Requirements
- Prioritise you Prep Sensibly. I.E (should you be Washing salad when the Pies need to be made and cooked... big Jobs First Small jobs in the last half hour before Kick off)

- **Throughout your Shift**
- Maintain a Clean, Sanitised & Well Organised Work Area
- Using Correct Coloured Chopping Boards for Their Designated Jobs
- Washing Hands Regularly & Every Time Between Jobs
- Are you Sure on the Allergen Contents of Dishes you are Serving? (If you are not please refer to The Allergen Chart for the Current Menu)
- Maintaining Customer Safety at all Times. **DO THIS BY:**
- **Probing the Core Temperature of Food is it Hot Enough? and Recording it on the Daily Records**
- **Controlling Cross Contamination Through Regular Hand Washing, Storing Food Appropriately, Changing Chopping Boards Regularly and using different Knives for Raw, Cooked Products and Vegetables.**
- **Dish Clothes only for Handling hot items**
- **Benches Cleaned With Hot Soapy Water, dried with Disposable Blue Paper Towel then Sprayed with Sanitizer and left for 30 sec before further drying off with Blue Paper Towel.**
- **The Cooling of Hot Prepared Items Within 90mins and must be cool enough to be Transferred to a fridge at a safe Temperature**
- Communicate with your colleagues, work to your best ability and be the person that Everybody wants to work with :)

- **Closing the Kitchen**
- All gear must be labelled correctly before storing in fridge/freezer
- Clean Benches, Walls, Equipment, Floor including UNDER AND BEHIND UNITS
- Check all fridges and freezers are running correctly before leaving and recording that info on the daily records sheet
- are all the Fryers/Ovens and Hot cupboard Turned off?
- Prep List for Morning Done
- The Main Power supply switch is turned off at the wall
- Remember to sign out as you leave