

## **KITCHEN**

### **Opening Duties**

#### **1. Turn on all Lights**

#### **2. Check BOH Systems**

- Check and record all fryer oil temps (not until later)
- Check and record all fridge/freezer temps

#### **3. Thaw Bread**

- Take sufficient quantity of breads (baguette, hamburger buns and tortilla wraps) out of the freezer to thaw for service

#### **4. Turn On Equipment at 6:00am**

- Turn on the hood exhaust (**1<sup>ST</sup> STEP ALWAYS**)
- Turn fryers on
  - Set to 350 °F
  - Make sure oil level is at minimums level line -- if not, add new oil.
- Turn on grill.
- Set to medium temp

#### **5. FINAL CHECK: ENSURE ALL PREP IS COMPLETED, THE LINE IS SET-UP AND YOU ARE READY FOR SERVICE.**

#### **After Breakfast/Brunch:**

- Sweep and mop the line
- Restock the line
- Complete any necessary prep work for the night shift + next Breakfast/Brunch shift

## **Prep Work**

#### **\*\*Key Points Regarding Prep:**

- Always properly label prepped items to identify: date made, shelf life, item, and your name
- Always thaw items in refrigerator
- Always place prepped items in proper storage locations immediately after prepping
- Always ensure proper rotation of products at all times
- Prep must be done on a daily basis
- Prep to shelf life
- Prep = par level minus quantity on hand
- It is important to maintain par levels of prep in order to maintain ease of kitchen operations and ensure quick accurate bill times during busy service. However, do not over-prepare as this will lead to wastage of products.

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### **Closing Duties**

#### **6. Deep Fryers: Filtration, Cleaning and Boilouts**

##### **Fryer Oil Filtration**

- Filter oil within all fryers everyday
- Drain oil into large oil pot through a china cap lined with filter paper
- Once drained, thoroughly spray out fryers with hot water hose, and drain into a separate large pot.
- Remove any sediment
- Use fryer poker to ensure the drain does not get plugged

##### **Changing the Oil**

- Change oil on scheduled mornings
- Typical schedule: change fries fryers once a week
- Drain oil into large pots through a china cap lined with filter paper
- Remove any sediment

##### **Boil out fryers:**

- Fill fryers up with hot water.
- Add 4 oz of Ecolab Fry Sol to each fryer
- Turn fryers on to 190F
- Let fryers boil out for 10 minutes

Note: ensure you are nearby during boil outs, to turn the fryers down in the case of it beginning to boil over

##### **Sauces & Food**

- Put in walk-in fridge, and make sure all food is covered. Do not put empty containers in fridge. Please DATE food when it has been prepared.
- Ensure proper rotation

##### **Garbage Pails**

- Empty all garbage pails in the kitchen. When there is no no garbage attendant on shift, please empty the garbage in the dish room. Replace with new bag

##### **Dish Machine**

- Sweep and mop under the counter, shelves, and dishwasher
- Remember to clean out sinks after EVERY use, and at the end of the night
- Keep storage shelves organized.

## **Grill / Oven**

Remove pieces of grill top and clean in sink

- Spray with oven cleaner
- Leave for 15 minutes
- Scrub with steel wool
- Soak and wash pieces in HOT water

Change aluminum foil in trays, and clean all stainless parts (front/side/top)

Clean burner area

- Spray with oven cleaner
- Scrub with steel wool
- Rinse off with wet towel
- Dry with clean towel

## **On-Line Cold Table**

- Pull out food, and clean inside
- Replace used inserts and restock with clean inserts
- Wing Buckets & Scoops
- Place in dishwasher at the end of the night, along with knives and tongs

## **Sweeping**

- Pop room, dish room, and then the entire kitchen floor (including under the counters). It is very important to sweep under the fryers as well.
- Most equipment and tabling is moveable, slide or wheel pieces aside to get broom on all surfaces of the floor

## **Mopping**

- Use hot water mixed with floor cleaner, and then mop the same rooms stated above in 'sweeping'
- Wet mop first, and allow it to soak for a few minutes, then dry mop
- Put out a "Caution: Wet Floor" sign

## **FINAL CHECK**

1. All food and open sauces put away in fridge
2. Double check that all fryers, oven and warmers are OFF
3. Fridge/Freezer doors closed, and lights off

**Reminder: Do not let your clean-up compromise the quality of food!!**

## **Other Daily Cleaning Duties**

### **Staff Washroom**

- Empty garbage pail
- Clean toilet, mirror, shelf, faucet, & sink
- Restock towels and paper
- Sweep & mop the floor
- Clean ceiling vent

### **Dish Area**

- Remove any items from floor, including under the counter, sweep and mop
- Spray and wipe down exterior of dishwasher

- Wipe walls with degreaser
- Organize shelves

#### Shelves

- Remove product and wipe shelves

#### Walk-in Fridge / Freezer

- Remove all product off floor
- Organize all shelves
- Sweep and mop, (Don't forget to include under the shelves)
- Wipe down both doors, inside and out
- Inspect fridge condenser coils for dust/dirt build up