

# BISTRO

## CLOSING THE KITCHEN

ONCE SERVICE HAS FINISHED YOU SHOULD COMPLETELY CLEAN THE KITCHEN. YOU SHOULD HAVE BEEN CLEANING AS YOU GO THROUGHOUT SERVICE TO KEEP THE KITCHEN TIDY.

1. First, you should turn off all the equipment and the gas.
2. Then, refer to the daily cleaning guide and work your way through each task, signing each section once it has been completed.
3. Once everything has been cleaned, make sure that all items of food have been labelled correctly.
4. At the end of an evening shift make sure that anything out of date is removed and recorded in the waste book.
5. Make sure that all daily paperwork has been completed and all tasks signed off.
6. Make sure that all rubbish is taken out and disposed of in the correct bin.
7. Once everything is cleaned, paperwork completed and rubbish taken out, make sure you switch off all lights and ensure that all equipment is switched off.

**This should now be the kitchen closed**

The Duty Manager will do a spot check of the kitchen to ensure that:

1. It has been **cleaned to standard**
2. Food items have been **labelled**
3. The correct **paperwork has been filled out.**