

BISTRO

OPENING THE KITCHEN

Before you enter the kitchen, you should remove any outdoor clothing i.e. jackets, scarves, hats, then hang them in the staff room or cloak room.

1. You should then wash your hands and put on any PPE required (hats, aprons etc) then wash your hands again.
2. You should then check the temperatures of the fridges and freezers and record them on the daily paper worksheet.
 - If the temperatures are outside the correct ranges this should be reported to management.
3. Once you have done this you should turn on all your equipment; (fryers, oven, dishwasher, extractor fan) so they are ready for when you begin service.
4. Check for any weekly cleaning tasks to be completed on that shift, make sure you allow enough time to complete these.
5. After this you should start by sanitising all work surfaces using the purple sanitiser spray bottle.
6. Once you have sanitised everything you should bring in any dishes from the night before and begin putting them through the dishwasher.
7. Whilst you are waiting for the dishes to be washed you should check what you need to prep for service.
 - Whilst doing this, you should also check the dates on the items in the fridges to check for any food that should be thrown out that day; equate that into how much prep you do.

8. Food prep could include, salad, macaroni or soup.
 - When preparing salad ensure that you have enough for the afternoon and evening session.
 - When preparing soup and macaroni follow the recipe guides to ensure you are using the correct quantities of ingredients.
 - If you have to cool anything, make sure you follow the guidance and record this on the daily paperwork.
 - Once you have prepped everything, make sure you label it correctly.
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Always ensure you are cleaning as you go and washing your hands frequently

9. Once all the prep is done you should check the coffee machine and ensure that it has sufficient stock of everything (beans, milk) and fill it up, if necessary.
10. Turn on the coffee machine and then wipe down the coffee machine area.
11. Ensure that you have enough cutlery wrapped for the session.

Once you have done this you will be ready for service.