

Lone Rock

KITCHEN/Cafeteria FACILITY USE CHECKLIST

READ THROUGH BEFORE USING AND COMPLETE BEFORE LEAVING.

(if you are only using the cafeteria, put n/a by the items that do not pertain to you)

Use OWN PAPER PRODUCTS, NAPKINS, PAPER PLATES, ETC...

DO NOT PUT ANYTHING HOT OR LARGE QUANTITIES DOWN THE GARBAGE DISPOSAL

EMPTY ALL TRASH CANS –4 total (1 in dish room, 2 by tables, 1 by hand wash sink), CAN LINERS IN LAUNDRY ROOM)

WIPE TABLES WITH HOT SOAPY WATER

WIPE ALL COUNTERTOPS AND SINKS OFF

ALL EQUIPMENT IS TURNED OFF

ALL 6 PILOT LIGHTS ON STOVE ARE LIT

ALL WATER IS OFF IN ALL 3 SINKS

MILK COOLER IS PLUGGED IN

ALL DISHES AND SILVERWARE USED ARE CLEANED AND STACKED SEPARATELY SO WE CAN SANITIZE

SWEEP FLOOR, MOP IF NEEDED (BROOM AND MOP IN LAUNDRY ROOM)

ALL DOORS ARE LOCKED AND CLOSED TIGHTLY

IF COFFEE POT IN USE DUMP GROUNDS AND RINSE OUT

LEAVE KEY AND CHECKLIST ON COUNTER WHEN DONE

IF PROBLEMS OCCUR OR YOU HAVE QUESTIONS PLEASE CALL: **Cindy Jarvie @ 406-777-3314 x213**

Please sign and date that the checklist has been thoroughly gone over and leave in the kitchen.

Signature

Date

Signature of Kitchen Staff

Date