

Congregation Bet Ha'am

CATERER RESPONSIBILITIES FOR KITCHEN CLEAN-UP

The following tasks are to be completed following each use of the kitchen:

GENERAL KITCHEN AREA:

- Empty dishwasher and put away dishes/utensils
- Wipe down dishwasher
- Clean drain boards
- Turn off dishwasher
- Turn faucets off
- Mop and sweep floor
- Close all doors
- Wipe down counters
- Wipe down microwave, inside & out, if used
- Return all dishes and utensils to proper locations. Nothing should be left on counters
- Clean sinks, run disposals until clear
- Turn off exhaust fans
- Take out trash

STORAGE AREA (if used):

- Place all food and storage materials neatly on shelves
- Close up cabinets
- Sweep floor and mop, if needed
- Close door to janitor's closet & storage room.