

OPENING AND CLOSING CHECKS FOR TEA BAR AREA

OPENING CHECKS

- 1. CHECK THE KITCHEN AREA FOR SIGNS OF VERMIN.
REPORT ON THE TEA BAR MONITORING LOG SHEET**
- 2. CLEAN ALL WORK SURFACES WITH A DISPOSABLE J
CLOTH AND DETTOL SPRAY**
- 3. CHECK THE TEMPERATURES OF FRIDGES AND FREEZER
AND RECORD ON THE TEA BAR MONITORING LOG SHEET**
- 4. SWITCH ON EXPELAIR**
- 5. CHECK FOOD IN FRIDGE IS IN DATE, DISPOSE OF ANY OLD OR
OUT OF DATE FOOD.**
- 6. KEEP COOKED AND UNCOOKED FOODS SEPARATE**

CLOSING CHECKS

- 1. WASH ALL SURFACES WITH DETTOL**
- 2. DISPOSE OF ANY FOOD THAT WILL NOT STORE**
- 3. COOL ANY FOOD LEFT IN THE RECOMMENDED METHOD
BEFORE FREEZING**
- 4. PUT AWAY ANY FOOD ITEMS**
- 5. MOP THE FLOORS (BLUE MOP KITCHEN, GREEN MOP GENERAL
AREA)**
- 6. SWITCH OFF DISHWASHER AND DRAIN**
- 7. SWITCH WATER HEATER AND EXPELAIR**
- 8. EMPTY RUBBISH BAGS, WASH BINS IF NEEDED,
REPLACE BAGS**
- 9. CASH UP THE MONEY AND PUT IN SAFE**
- 10. COMPLETE TEA BAR MONITORING LOG SHEET (IF
FOOD SERVED) AND NOTE ANY PROBLEMS**

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REVIEWED 16/03/2016 Rachel McDonnell