

Food Service
Level 1 Checklist - Dish Room

NAME:

Date:					
Arrive to shift:					
Showered with fingernails trimmed and clean					
Wearing clean clothes - no sleeveless shirts or dresses					
Wearing closed toed shoes					
Before Meal Tasks					
Clock in using sign-in clipboard					
Put on hair net/hair restraint/beard net					
Wash hands thoroughly with warm, soapy water for 20 seconds					
Dry hands thoroughly with paper towels					
Put away dishes on dish drying rack - do not put on gloves					
Put trash bag in all trash cans					
15 minutes prior to serving: Put 1-2oz cup of dish detergent in first sink on the left and fill half full with hot water then,					
Fill second sink half full with hot water then,					
Put 2-2oz cups of sanitizer in 3rd sink and fill half full with hot water					
Put a white bucket (for dumping drinks) on a black cart along with a red sanitizer bucket filled (for silverware) half full of sanitizer water and put in dining room					
Wash dishes used for preparing meal					
Put away pantry donations - if no spot available, put on pass it on shelf					
Complete each Mini Checklist					
Complete other assignments requested by Guest Supervisor or Kitchen Staff					
When working 3-4 hour shift, take 1-15 minute break - clock in and out using sign in clipboard					
Complete Weekly Assignment					
During Meal Tasks					
Serve outside lunches Monday-Friday between 12:00-12:30					
Serve meal					
After Meal Tasks					
Wash all meal dishes					

Wash any other dishes left over from preparing meal					
Empty sinks					
Clean all 3 sinks with hot soapy water					
Disinfect all 3 sinks with disinfectant					
Squeegee water from dishwasher and disinfect stainless steel					
Remove filter from dishwasher and rinse food particles off until clean and clear - put back					
Take out dish room and pantry trash - do not put in bag until next meal					
Clean and disinfectant all carts - park in front of 3 compartment sink					
Sweep dish room floor including: under dish machine, under sinks, under prep table and under dish drying rack					
Fill mop bucket in supply closet and mop dish room floor including: under dish machine, under sinks, under prep table and under dish drying rack after dinner only - use the red/orange mop with the blue bucket ONLY					
Deck scrub floor with floor cleaner every Friday after dinner					
Squeegee floor after deck scrubbing every Friday after dinner					
Have Checklist inspected by Level 2 (or higher) before clocking out, when possible					
Clock out using sign-in clipboard					

Guest Name

Date

Signature

Food Service
Level 2 Checklist - Dish Room/Dining Room

NAME:

Date:						
Arrive to shift:						
Showered with fingernails trimmed and clean						
Wearing clean clothes - no sleeveless shirts or dresses						
Wearing closed toed shoes						
Before Meal Tasks						
Clock in using timesheet						
Put on hair net/hair restraint/beard net						
Wash hands thoroughly with warm, soapy water for 20 seconds and dry with paper						
Check schedule - if no level 1 is scheduled, do level 1 checklist first otherwise;						
Train and Supervise all Level 1 tasks - answer any questions and help as needed						
Put trash bag in all trash cans						
Turn on warmer, make sure it has water in pan and is turned all the way up						
Fill steam table with 2 gallons of water and turn on to 4, as necessary						
Put away pantry donations - if no spot available, put on pass it on shelf						
When on shift, put away all donations as they come in - do not leave sitting out						
Complete Weekly Assignment						
Complete other tasks your Guest Supervisor or Kitchen Staff requests						
Make Tea - Use 3 tea bags for brewing, add to tea pitcher, add 2 cups of sugar, mix well and add ice						
Fill water jug half full of ice and half full of water						
Put tea and water cart in the dining room, add cups after pushing cart to dining room						
Assist higher levels or Kitchen Staff, as needed						
During Meal Tasks						
Serve meal or						
Do breathalyzer and sign-in sheet or						
Serve outside lunches Monday-Friday between 12:00-12:30						
After Meal Tasks						
Clean tables off - throw away all paper towels and trash, take dishes left on tables to dish room and take condiments to kitchen						

Spray tables, counters and chairs with disinfectant spray and wipe dry with paper to					
Put chairs back on tables					
Take out dining room and kitchen trash - do not put bag back until next meal					
Sweep dining room					
Mop dining room					
Turn off dining room light					
Put away any remainings donations - ensure no food is left on pantry floor					
Sweep pantry					
Mop pantry and lock after dinner daily					
Assist with any remaning Level 1 tasks					
Clean hood filters and stainless steel every Saturday after dinner					
Inspect Level 1 to ensure Checklist Completion					
Be inspected by Level 3 before clocking out, when possible					
Clock out using timesheet					

Guest Name

Date

Signature

Food Service
Level 3 Checklist - Prep Cook/Server/Host

NAME:

Date:						
Arrive to shift:						
Showered with fingernails trimmed and clean						
Wearing clean clothes - no sleeveless shirts or dresses						
Wearing closed toed shoes						
Before Meal Tasks						
Clock in using timesheet						
Put on hair net/hair restraint/beard net						
Wash hands thoroughly with warm, soapy water for 20 seconds and dry with paper towels						
Train and Supervise all Level 2 tasks - answer any questions and help as needed						
Write down temperatures of walk-in, side-by-side, and freezer on temp logs						
Clean out side-by-side - should only have condiments, drinks and breakfast items						
Clean out walk-in, throw away any cooked food older than 3 days, unless otherwise directed by Kitchen Staff						
Ensure ALL food in walk-in has a label with date and description						
Prepare side dishes that are on the menu for the next day's meal						
Clean and sanitize workstation after each task using hot soapy water and then disinfectant						
Make RWW Sack Lunches for following day only - dinner shift						
Make Overflow Bags for following day - do not keep more than one day on hand at a time - breakfast shift						
When working 3-4 hour shift, take 1-15 minute break - clock in and out using sign in clipboard						
Pull meat from the freezer for next 2 days meals - label, date and store properly						
During Meal Tasks						
Serve meal or						
Do breathalyzer and sign-in sheet						
After Meal Tasks						
Throw away food from serving line, only save if directed by Kitchen Staff						

When saving food, put label on front of pan, include name of dish, date prepared and initials - do not save if it is a reheated dish					
Take dishes from serving line to dish room					
Clean inside and outside serving line with hot soapy water					
Disinfect inside and outside serving line with disinfectant spray and wipe dry with paper towels					
Clean and restock tea station					
Clean counters completely off and put everything away - nothing should be left on counters between meals					
When necessary, assist lower levels with completely tasks					
Complete inspection of Level 2, and Level 1, if necessary					
Be inspected by Level 4 before clocking out, when possible					
Clock out using sign-in clipboard					

Guest Name

Date

Signature

Food Service
Level 4 Checklist - Line Cook/Meal Cook/Shift Supervisor

NAME:

Date:						
Arrive to shift:						
Showered with fingernails trimmed and clean						
Wearing clean clothes - no sleeveless shirts or dresses						
Wearing closed toed shoes						
Before Meal Tasks						
Clock in using sign-in clipboard						
Put on hair net/hair restraint/beard net						
Wash hands thoroughly with warm, soapy water for 20 seconds and dry with paper towels						
Train and Supervise all Level 3 tasks - answer any questions and help as needed						
Train and Supervise any other lower levels, as needed						
Write down temperatures of walk-in, side-by-side, and freezer on temp logs						
If no Level 3 is scheduled, begin prepping side dishes and main course for following day - if time allows						
Cook current days meal and put in warmer						
Clean and sanitize workstation after each task using hot soapy water and then disinfectant						
Inspect, clean and organize pantry						
When scheduled, assist Kitchen Staff with Walmart Donations (Monday, Wednesday, Friday)						
If no Level 3 is scheduled, make Overflow Bags for following day - do not keep more than one day on hand at a time and						
Make RWW Sack Lunches for following day only						
When working a 3-4 hour shift, take 1-15 minute break - clock in and out using sign in clipboard						
Put items needed for breakfast/weekend meals in side-by-side, when necessary						
30 minutes prior to serving time, put hot food on serving line - take temperatures of food and write down on food temperature log						
Greet Volunteers						

Assist Lower Levels with tasks if incomplete					
During Meal Tasks					
Lead prayer, begin meal					
Serve meal or					
Do breathalyzer and sign-in sheet					
After Meal Tasks					
Supervise after meal clean-up					
Assist with after meal clean-up where needed					
Ensure all counters are cleaned after each meal					
Ensure all pantry donations are put away after each meal					
Ensure kitchen and dining room floors are swept after each meal					
Ensure kitchen floor is mopped after dinner only					
Ensure dining room floor is mopped after each meal					
Restock non food supplies from basement into the green cage					
Take inventory of supplies in basement every Monday and turn in to Kitchen Supervisor					
Take inventory of food every Monday and turn in to Kitchen Supervisor					
Lock pantry, green cage and walk-in after each meal					
Turn off kitchen lights and lock kitchen after each meal					
Complete inspection of Level 3, and lower when necessary					
Be inspected by Level 5 before clocking out, when possible					
Clock out using sign-in clipboard					

Guest Name

Date

Signature

Food Service
Level 5 Checklist - Kitchen Manager/Head Chef

NAME:

Date:						
Arrive to shift:						
Showered with fingernails trimmed and clean						
Wearing clean clothes - no sleeveless shirts or dresses						
Wearing closed toed shoes						
Before Meal Tasks						
Clock in using sign-in clipboard						
Put on hair net/hair restraint/beard net						
Wash hands thoroughly with warm, soapy water for 20 seconds and dry with paper towels						
Train and Supervise all Level 4 tasks - answer any questions and help as needed						
Train and Supervise any other lower levels, as needed						
Write down temperatures of walk-in, side-by-side, and freezer on temp logs						
If no Level 3 or 4 is scheduled, begin prepping side dishes and main course for following day - if time allows						
Cook current days meal and put in warmer						
Greet all new Kitchen Team Members - facilitate initial Training Shift						
Create menu and turn in to Kitchen Supervisor every Thursday						
When scheduled, assist Kitchen Staff with Walmart Donations (Monday, Wednesday, Friday)						
Complete Weekly Kitchen Inspection every Friday and turn in to Kitchen						
Create Weekly Deep List every Friday and turn in to Kitchen Supervisor						
Create Weekly Schedule and turn in to Kitchen Supervisor every Thursday						
When working a 3-4 hour shift, take 1-15 minute break - clock in and out using sign in clipboard						
Put items needed for breakfast/weekend meals in side-by-side, when necessary						
30 minutes prior to serving time, put hot food on serving line - take temperatures of food and write down on food temperature log						
Greet Volunteers						
Assist Lower Levels with tasks if incomplete						

During Meal Tasks					
Lead prayer, begin meal					
Serve meal or					
Do breathalyzer and sign-in sheet					
After Meal Tasks					
Supervise after meal clean-up					
Assist with after meal clean-up where needed					
Ensure all counters are cleaned after each meal					
Ensure all pantry donations are put away after each meal					
Ensure kitchen and dining room floors are swept after each meal					
Ensure kitchen floor is mopped after dinner only					
Ensure dining room floor is mopped after each meal					
Restock non food supplies from basement into the green cage					
Take inventory of supplies in basement every Monday and turn in to Kitchen Supervisor					
Take inventory of food every Monday and turn in to Kitchen Supervisor					
Lock pantry, green cage and walk-in after each meal					
Turn off kitchen lights and lock kitchen after each meal					
Complete inspection of Level 4, and lower when necessary					
Be inspection by Kitchen Staff before clocking out, when possible					
Clock out using sign-in clipboard					

Guest Name

Date

Signature