

Village End - Kitchen safety checklist



Check List Details

Person responsible	
Date	

Hygiene Check

Check use by dates of food in fridge	
Check use by dates of food in cupboard	
Check lunchboxes and store in fridge	
Check dietary needs against menu (Allergies etc.)	
New dishcloth and sponge out	
Wipe dining table tops	
Wipe food preparation areas	

Accessories Out

Tissues and soap in toilets	
Tissues and wipes on table	
Put bin by dining table	
Water tray out	
Water jugs out (500ml)	
Cups out (upside down)	
Used cup bowl out	
Washing up bowl out	
Plate drainer rack out	

Breakfast (8am)

F1 F2 F3

Fridge temperature checks (before)			
Clean table & fresh washing up bowl out (before)			
Check dietary requirements for each child (before)			
Clean table surface & sweep floor (after)			
Date and label all opened food and drink (after)			

Morning Snack (10.30am)

F1 F2 F3

Fridge temperature checks (before)			
Clean table & fresh washing up bowl out (before)			
Check dietary requirements for each child (before)			
Clean table surface & sweep floor (after)			
Date and label all opened food and drink (after)			

Lunch (12pm)

F1 F2 F3

Fridge temperature checks (before)			
Clean table & fresh washing up bowl out (before)			
Check dietary requirements for each child (before)			
Clean table surface & sweep floor (after)			
Date and label all opened food and drink (after)			
Turn dishwasher on (after)			

Afternoon Snack (2.30pm)

F1 F2 F3

Fridge temperature checks (before)			
Clean table & fresh washing up bowl out (before)			
Check dietary requirements for each child (before)			
Clean table surface & sweep floor (after)			
Date and label all opened food and drink (after)			

Dinner (5pm)

F1 F2 F3

Fridge temperature checks (before)			
Clean table tops (before)			
Sweep under table (after)			
Clean table tops (after)			
Date and label all opened food and drink			

Closing Checks

Store cups, jugs, cutlery	
Turn dishwasher on	
Clean cooker (hob, trays & door)	
Clean microwave	
Turn off cooker, kettle and microwave	
Wipe all food preparation surfaces	
Sweep kitchen floor	
Empty bin	
Lock fridge & freezer	

Notes

F1 = fridge in hall, F2 = freezer in hall, F3 = fridge in kitchen