

OPENING AND CLOSING CHECKS FOR THE GALLEY

OPENING CHECKS

- 1. TURN ON SHORE RADIO AND DO A RADIO CHECK.**
- 2. WASH HANDS USING THE HANDWASHING SINK AND GUIDANCE & PUT ON A CLEAN APRON.**
- 3. CHECK THE KITCHEN AREA FOR SIGNS OF VERMIN USING UV TORCH, REPORT ON THE GALLEY CHECKS LOG SHEET.**
- 4. CLEAN ALL WORK SURFACES WITH A DISPOSABLE J CLOTH AND ANTIBACTERIAL SPRAY.**
- 5. CHECK THE TEMPERATURES OF FRIDGES AND FREEZER AND RECORD ON THE GALLEY CHECKS LOG SHEET.**
- 6. SWITCH ON EXPELAIR.**
- 7. CHECK FOOD IN FRIDGE IS IN DATE, DISPOSE OF ANY OLD OR OUT OF DATE FOOD.**
- 8. KEEP COOKED AND UNCOOKED FOODS IN SEPARATE FRIDGES AS PER LABELS ON FRIDGE DOORS.**

CLOSING CHECKS

- 1. CLEAN ALL WORK SURFACES WITH A DISPOSABLE J CLOTH AND ANTIBACTERIAL SPRAY.**
- 2. DISPOSE OF ANY FOOD THAT CANNOT BE STORED.**
- 3. COOL ANY LEFTOVER FOOD AND ATTACH ALLERGENS LABEL BEFORE FREEZING OR PUTTING IN THE FRIDGE.**
- 4. MOP THE FLOORS (BLUE MOP KITCHEN, GREEN MOP GENERAL AREA)**
- 5. SWITCH OFF DISHWASHER, DRAIN AND CLEAN FILTERS (INSTRUCTIONS ON THE WALL ABOVE THE DISHWASHER).**
- 6. SWITCH OFF WATER HEATER AND EXPELAIR.**
- 7. EMPTY RUBBISH BAGS, WASH BINS IF NEEDED, REPLACE BAGS. ENSURE WHEELIE BINS ARE TAKEN TO THE TOP OF THE DRIVE IF IT IS A SUNDAY.**
- 8. CASH UP THE MONEY AND PUT IN SAFE WITH A CASHING UP FORM (TAKE THE CASH FOR YOUR RECEIPTS FIRST, OR EMAIL YOUR RECIEPTS TO THE TREASURER FOR PAYMENT)**

COMPLETE GALLEY CHECKS LOG SHEET (IF FOOD SERVED) AND NOTE ANY PROBLEMS

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