



Cwmdu Inn Kitchen Hire - Familiarisation / Review

How to turn on and off the gas, extractor fans, oven, grill and deep fat fryer Emergency gas switch off	
The location and use of fire safety equipment	
Sinks, hand wash sink and blue towel	
Fridge ready to use - thermometer reading at or below 8°C	
How to use the dish washer (N.B. Do not push it back as it stops it working effectively)	
How to use the oven, grill, heated cabinet and warming plate	
How to use the deep fat fryer – (if it is to be used please indicate here)	
How to use & clean the grease trap (turning on, turning off, emptying and washing the bucket and basket)	
Where the aprons, tea towels, cleaning materials and bin bags are kept and what to do with them at the end of service.	
Chopping boards – location and correct usage (colour code poster)	
Where the kitchen diary, records and equipment instruction books are kept	
How to fill in the kitchen diary and records before and after service	
Which cloths, mops and chemicals to use for which purpose	
Where equipment is kept and how to use it	
How to complete the opening and closing checks	
Where the bins are and the appropriate bags lining them	
Who to contact in case of emergency/need	

I confirm that I have been shown the above and take personal responsibility for hygiene in the kitchen when I am using it.

Signed

Name (print caps).....

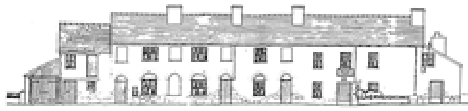
Date

Cwmdu volunteer conducting familiarisation:

Signed

Name (print caps).....

Date



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Records:

Kitchen log:

- Purpose:** Confirm checks carried out
Report on temperatures
Report on issues
Record food sources
- Process:** Use the next free section. Use as many sections as you require
Write the date at the top of each section.
Confirm that opening and closing checks were carried out – if there were problems in doing so, make a note of problem / issue.
At the end print your name and sign the last used section.
- Details:** Non exhaustive list of inclusions:-
Record the fridge temperature at time of opening and closing checks.
Record the source or supplier of ingredients.
Record significant and required temperature checks.
Confirm final cleaning process; hob, surfaces, floor.
Observations on items that should be attended to by Cwmdu.
e.g. leaks, oil changes....

Allergens – Recipe sheet

A record sheet must be completed prior to service with section for each dish. This may be used by the staff and shown to diners on request. The completed form must be left at the end of your session with the kitchen records.

Check Sheets & session Record

This is an aid to you preparing for service and the end of your session, please complete this. There is a section for notes which may include breakages, faulty or missing equipment etc. Complete this by signing and printing your name.

Please leave the completed form with the kitchen records.

There is a section to record details of any accidents.

NOTES:

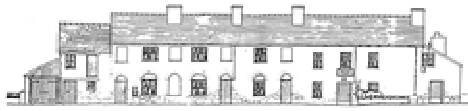
Turning on the gas – specific instruction sheet adjacent to controls.

Fire safety;

In the event of a fire within the kitchen, not directly affecting a person - **first** press the Emergency gas switch off.

The MultiBlaze extinguisher may be used, if it is safe to do so, on all incendiary incidents involving wood, paper, fabric, flammable liquids, electrical items & cooking oils.

The fire blanket is used to extinguish fires by cutting off the supply of oxygen to the pan, bin or person's clothing.



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In the event of a fire involving the cooker or grill – **first** press the emergency gas switch off.

In the event if a fire involving electrical equipment – **if it is safe to do so, first** switch off the appliance at the power point.

Dishwasher – in our documentation the term “Dishwasher” is generally used BUT the equipment is a quick cycle steriliser. **It must not be used to wash the dishes or equipment** but all cutlery, crockery, utensils and equipment must be put through the washer prior to re-use or putting away.

All items should be pre-cleaned; food waste and any burnt on residue removed by hand washing.

Heated cabinet and warming plate – these do take a significant amount of time to heat to the required temperature. (_____ minutes)

The heated cabinet is the left hand socket, best checked by the fact that a red light glows when the cabinet is on at the secondary switch on the front.

If some plates or bowls need to be cold i.e. for salads or deserts then ensure that sufficient are removed from the cabinet before switching it on.

The warming plate is the right hand socket. Temperature of the warming plate may be controlled by the dial, (anti clock wise to reduce temperature), but it is reported to be very difficult to control and can easily be too hot. If the warming plate is not required then leave it off and this can provide extra work area.

Deep fat fryer – if this is to be used please note that the left hand basket MUST NOT be used for any product containing meat, poultry or fish.

Tea towels – the use of tea towels is not recommended, but in order to continue service it may be necessary to dry some items. In this case use clean tea towels and change them frequently.

Cleaning & cleaning materials:

Initial and Final surfaces clean down – use the anti bacterial spray, check the instructions but generally spray on, leave on for a period of time and then either wipe off with blue paper cloth or rinse and leave to air dry.

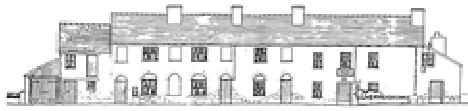
Tables and Table mats – remove food waste, wipe the surfaces using hot soapy water.

Fridge – once emptied of food wipe the interior surfaces using just hot water and washing up liquid. Dry with blue kitchen roll. Wash door & door handle.

Work surfaces, adjacent walls and surfaces – remove visible dirt using a cloth, hot water & detergent, then rinse. Dry using blue paper towel. See also “Initial and final surfaces clean down”.

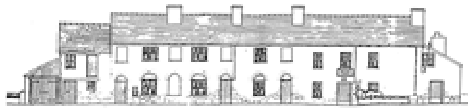
Grease trap – bucket and basket

After the grease trap is switched off (2 points) and the bucket emptied at the top of the garden, the basket contents are emptied into the food waste container. Wipe the emptied bucket and basket with blue paper towel then add hot water to some _____ in the bucket to clean the basket and bucket. On completion this waste water may then be emptied down the drain by the rear door.



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Floor – use the broom and dustpan and brush from the bar to remove debris. Use the bucket and mop from the freezer room. Was the floor using hot water, _____ and _____. The waste water may be emptied down the drain by the rear door. Rinse the mop using clean, cold water and leave, mop upright, in the freezer room



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Allergens:

Regulations state that you must:

- provide allergen information to the consumer for both pre-packed and non-prepacked food or drink
- handle and manage food allergens adequately

You also need to make sure that your team are trained about allergens.

Please make sure that:

- the allergen ingredient information is available in a written format for each dish
- that you take adequate precautions to prevent cross contamination with allergens

if cross contamination can't be avoided then the menu needs to state that allergen-free dishes cannot be provided

The 14 controlled allergens are:

- celery
- cereals containing gluten – including wheat (such as spelt and Khorasan), rye, barley and oats
- crustaceans – such as prawns, crabs and lobsters
- eggs
- fish
- lupin
- milk
- molluscs – such as mussels and oysters
- mustard
- tree nuts – including almonds, hazelnuts, walnuts, brazil nuts, cashews, pecans, pistachios and macadamia nuts
- peanuts
- sesame seeds
- soybeans
- sulphur dioxide and sulphites (depends on concentration)

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