

HomeMeal.

Kitchen Checklist

We advise you to print and laminate this checklist.

- Follow the checklist and tick off with a whiteboard marker as you work.
- Upon finishing the session the list should be complete.
- Photograph the completed list with your mobile phone before wiping list clean.
- Store all photographs in a single location for ease of access in event of Kitchen spotcheck

Before session:

- ☐ Clean kitchen work surfaces
- ☐ Record temperature of fridge
- ☐ Ensure insect screens are securely fastened
- ☐ Dress correctly - gloves, cap

During session:

- ☐ Use work-specific knives and utensils
- ☐ Use work-specific chopping boards
- ☐ Follow all guidelines related to cross-contamination
- ☐ Keep door closed at all times
- ☐ Run ventilation system while cooking

End of session:

- ☐ Clean kitchen work surfaces
- ☐ Clean knives, chopping boards and utensils
- ☐ Store knives, chopping boards and utensils separately to prevent accidental use
- ☐ Label all products opened during session before storing
- ☐ Label all products created during session before storing
- ☐ Carry out weekly cleaning tasks
- ☐ Update cleaning form
- ☐ Lock work fridge

Name:

Signature:

Date:

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