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OPENING AND CLOSING PROCEDURES

The following opening and closing procedures will ensure that all necessary tasks will be executed in time. More importantly, it will ensure that all equipment will be switched off before leaving the kitchen. Eliminate the risk of fire. All kitchen employees assigned to opening or closing of the kitchen must follow these procedures.

Opening procedures:

1. Collect keys from Chef's office and sign out for the keys.
2. Switch on all gas supplies and pilot lights and switch main electricity on.
3. Fill bain-marie with water and switch on if required.
4. Turn on at least one oven
5. Put down all cutting boards
6. Organize plates for use in the a la carte.
7. Put pots and pans in place.
8. Remove cold butter from fridge and make sure it has the proper temperature for further use.
9. Place on stove all items which have long cooking times.
10. Check supplies from the Commissary Kitchen/ Storeroom and production kitchen.
11. Collect clean kitchen towels from Housekeep.
12. All tasks have to be completed before the start of shift.

Closing Procedure :

1. Switch off all gas and electrical supplies
2. Ensure all utensils and equipment are cleaned to specifications
3. All items used are put back in their proper place
4. Ensure that fridges are clean and locked
5. Ensure bain-maries are clean, without water and switched off
6. All food items are placed on clean trays/ Boards and well covered.
7. All knives are put away and locked

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8. Work benches and stoves are well cleaned/ sanitized
9. Return all dirty cleaning materials to housekeeping
10. Sign the log book and return to The Chef's Office.
11. All tasks have to be completed before going home.
12. Return keys to chef's office and sign out for the key.