

	RESOURCE LIBRARY - KITCHEN Kitchen Management	<i>CODE:</i> 03.15.032 <i>EDITION:</i> 1 <i>PAGE</i> 1 OF 5
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GENERAL CLEANING SCHEDULE

PURPOSE

To maintain high standards of cleanliness and hygiene in all food and beverage areas (front houses and back of house)

To keep all the operating equipment and furniture in good condition

To always work in clean and sanitized service environment.

PROCEDURE

A daily, weekly, and monthly cleaning schedule in addition to side cleaning duties is drafted by each sous chef in charge, outlet manager and Chief Steward

General cleaning is scheduled on a monthly basis according to occupancy forecast and business volume.

The executive chef and executive sous chef will conduct a food and beverage back of the house tour every week. This tour will also be attended by the Chief Steward, and one representative from maintenance.

The tour will cover a different section of the operation every week.

The Sous chef in-charge, outlet manager and stewarding manager will be informed two days prior to the tour

A checklist will be use during the food and beverage back house tour to perform spot checks in all food and beverage areas for control purposes.

PERSONS ATTENDING

Executive chef

Executive sous chef

Chief Steward

Sous chef in charge of the designated areas

Outlet manager of the designated area

A representative from maintenance

KITCHEN CLEANING RESPONSIBILITIES

EMPLOYEES RESPONSIBILITY FOR CLEANING

The sous chef in charge is always responsible to keep his/her kitchen clean and well maintained according to the hygiene rules and regulations as set by the government health council and Le Royal Hotel. If the cleanliness of a kitchen is unsatisfactory, the sous chef in charge will take the appropriate action and contact the applicable personnel.

The Chief steward and chef will supervise the quality of work performed by the stewarding staff and cooks. And inform the executive sous chef of any variation in quality standards.

The kitchen cleaning responsibility will be divided into the following area

AREA.....KITCHEN

PERSONS RESPONSIBLE.....CHEFS/COOKS

CLEANING TASKS

Top range of stoves, grill and griddles, deep fryers, salamander, convection ovens, steam kettles, various equipment and walk in fridge

All working tables and under counters, roll in drawer fridges, counter fridge and counter door fridges.

Knives, fragile small equipment

Trolleys will be delivered by the cooks to the cleaning area and cleaned by the stewarding staff in charge of the area. It is responsibility of the sous chef in charge to ensure that trolley in the kitchen is always clean.

AREA.....STEWARDING DEPARTMENT

PERSONS RESPONSIBLE.....STEWARDING STAFF

CLEANING TASKS

Deep cleaning of stoves, grill and grills and griddles, deep fryers, salamanders, ovens, convection ovens, steam kettles, various equipment and walk in fridges.

Floors, ceiling and walls, exhaust hoods, drains, pots, and pans, sinks, dishwashing machines, chinaware storage cabinets, tables in the stewarding area

Regular, daily removal of the garbage bins. All bins are to be brought to garbage store room and replaced with new ones. All garbage's bin used in the operation are to be properly washed and sanitized before returning to the kitchen.

The service pick up area will be cleaned by the stewarding department
Which include, the floor, sink and drain.

AREA.....ALL
PERSONS RESPONSIBLE.....MAINTENANCE DEPARTMENT & CONTRACTOR

Weekly cleaning of all grease traps and drainage (maintenance department)

Monthly pest control (and any time during the month if required) will be performed by an external contractor. This is to be coordinated by chief steward.

FRIDGE SANATATION

1. all fridges must be kept clean at all time
2. all fridges must be cleaned daily, first task to be auctioned on shift.
3. all foods must be checked and rearranged in the fridges first task on shift
4. all shelves must be kept clean at all times.
5. a weekly cleaning schedule is to be implemented for all fridges
6. every fridge must have a daily fridge temperature chart which is completed at least four time a day.
7. all food in fridge must be checked daily and containers changed with clean sanitized ones if necessary.
8. all walk in fridge must be steam cleaned once a week, including the racks.

KITCHEN SANITATION

1. all kitchens must be clean at all the time
2. daily and weekly cleaning schedules are to be implemented for all kitchens, equipment, walls, and ceiling.
3. cleaning instructions for each piece of equipment are to be provided
4. all kitchen floors must be kept clean at all times.
5. floors must be washed and sanitized at least twice a day
6. all tables must be washed daily with soap and sanitizer
7. all tables and utensils to be sprayed with deli sanitizer before use
8. only paper towels will be used in the kitchen for routine cleaning. Cloths are only used for handling hot pots. Paper towels will be used with a sanitation solution for in depth cleaning and must be disposed of immediately after use.
9. all crevices must be repaired and sealed for easy cleaning
10. stoves must be cleaned every day
11. all garbage bins must be picked up regularly.
12. garbage bins must be sanitized after every use
13. proper chemicals must be used at regular intervals to avoid rodent and cockroach invasion.
Only approved chemicals are to be used in food area.
14. no personal belonging are to be stored in food area.

	RESOURCE LIBRARY - KITCHEN Kitchen Management	<i>CODE:</i> 03.15.032 <i>EDITION:</i> 1 <i>PAGE</i> 4 OF 5
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PUBLIC AREA

1. washroom must be well ventilated, cleaned and sanitized every day
2. every washroom area must be fitted with disposal hand towel dispensers.

OUTLET KITCHEN CLEANING SCHEDULES

KITCHEN

- Daily cleaning of all walk in fridges
- Daily cleaning of all under counter fridge
- Daily regular of all stoves ovens, fryers, salamander and fragile equipment
- Daily regular cleaning of all tops and sides of working tables in the kitchen
- Weekly deep cleaning of all fridges and under counter fridges
- Weekly deep cleaning of all top and side working tables
- All counter light shades should be cleaned daily to avoid the accumulation of dust.

STEWARDING

- Deep cleaning of all walk in fridges
- Daily deep cleaning of all stoves, ovens, fryers, salamanders and miscellaneous
- Washing of all pots and pans
- Daily cleaning of the floor in the environmental services area, kitchen area and service pick up area before end of shift and if needed.
- Daily cleaning of all drains in the environmental services area, kitchen area and service pick up area.
- Daily rinsing of dishwashing machine
- Daily cleaning of tables
- Regular daily removal of the garbage bins, to be brought to the garbage compactor and replaced with new ones.
- Weekly deep cleaning of all stoves, ovens, fryers, salamanders and miscellaneous
- Weekly deep cleaning of the dishwashing machine
- Weekly deep cleaning of all chinaware storage cabinets
- Weekly cleaning of the exhaust hood
- Weekly cleaning of the grease filters
- Weekly deep cleaning of all tables in the stewarding area, kitchen area and service pick up area
- Weekly deep cleaning of all drains in the stewarding area, kitchen area and service pick up area
- Weekly steam of all walk in fridges and entire back of house area
- Monthly cleaning of all ceiling in the environment service area, kitchen area and service pick up area

MAINTENANCE

- Weekly cleaning of all grease traps
- Monthly pest control (and any time during the month required) will be performed by an external contractor this is to be co-ordinate by chief steward.

PEST CONTROL

An effective “pest control” system is vital in the extermination of rodents and insects.

The housekeeping manager is responsible for scheduling the fumigation of the hotel rooms, public area, back of house rooms and office area.

The environmental services manager is responsible for scheduling the fumigation of the restaurants, banquet rooms, F&B back of the house area, the whole commissary and the receiving area.

Details of schedules, contracting companies and procedures will be insert upon finalization of contracts.

WEEKLY KITCHEN DEEP CLEANING SCHEDULE

AREAS	MON	TUE	WEN	THU	FRY	SAT	SUN
Kitchen production							
Garde manger							
Pastry							
Bakery							
Samurai							
Banquet kitchen							
Coffeeshop kitchen							
Chinese kitchen							
Western kitchen							
Japanese							
Main bar pantry							
Room service							