

Kitchen Guidelines for Self-catering

FOR HEALTH REASONS PLEASE CLEAN THIS AREA DAILY

This is a fully equipped kitchen, you should find all that you need in the cupboards and drawers. Please return everything to its right place when you have finished using it.

Rubbish:

1. Recycling

Boxes – please break down flat and put behind the bin outside the kitchen door

Tins, Glass and Plastic Bottles - please place in Recycling Bin—Yellow Lid Wheelie Bin

Vegetable Food Scraps – please place in large plastic bowl from the cupboard. (discard onion peels and citrus). We will collect this daily to feed to the local chickens.

3. **All other rubbish** goes in the bins provided, please empty daily or before they get overfull into the wheelie bins outside. Spare rubbish bags are on the kitchen window sill or in the cleaning cupboard next to the laundry.

4. **Full Wheelie Bins** are placed next to the woodshed and replaced with an empty one from there.

Bain Marie:

1. Fill with enough water to cover the elements before turning on.
2. Turn knob at the front to warm water.
3. Turn off when finished, cool, empty water and wipe out after final use.

Dishwasher:

1. Make sure the drain plug and grates are in place
2. Put the lid down then turn switch to fill.
3. Once fill (usually takes two goes) turn switch to moderate. The dishwasher will not go until it is up to temperature.
4. Rinse dishes before putting them onto the trays to go into the dishwasher.
5. Allow dishes to air dry before placing on the shelves.
6. Switch off when finished and turn back on about half an hour before meal begins.
7. If the water becomes too dirty, drain and start the process again.

Stoves/Ovens/Hotplate:

1. Check the switch on the left and right hand walls next to them to make sure they are turned on.
2. The ovens take a while to heat up, so turn on about half an hour before you want to use them.
3. Turn the temperature knob slightly higher than what you want, then turn back to correct temperature.
4. Turn the top heat knob on one for baking, higher if you want something browned or grilled.
5. Turn off when complete.
6. Fan switch is on the wall on the right hand side. Turn off when finished.
7. If you want to use the Combi Oven please talk to Camp Management.

Cool Room:

If you use this please leave the light on at all times. Empty and clean before you leave.

Toaster:

This is set ready to go you should just need to switch it on at the wall and on the front and allow it to warm up. Please clean when you have finished.

On Departure:

1. Remove **ALL** food items.
2. Turn off Dishwasher, drain and rinse grates
3. Empty Bain Marie (if used) and wipe out.
4. Ensure all stoves, ovens, and toaster are clean and turned off including the fan above the stove.
5. Wipe down fridge/freezer/cool room, shelves, benches and sinks, including the ones in the main area.
Spray with Sanitizer and allow to dry.
6. Wash tea towels and kitchen clothes used and hang out to dry or place in dryer. **Washing** loads cost **two \$2 coins**, and **drying** cost **two \$1 coins**. Washing powder is provided.
7. Sweep and mop the floor.

Kitchen Risk Management Plan Only

| Risk | Outcome if Occurred | SBYC Exiting Risk Control Actions | Risk Rating | Group Leader Required Risk Control Actions |
|--|-----------------------------------|---|-------------|---|
| Kitchen Hot stoves/ovens Sharp knives Poor hygiene and food handling Food storage Slippery floors Hot water taps Broken Crockery/Dishes Oil Fire | Cuts, Burns Injury Slips | If group is catered for, children are not permitted in the kitchen area unless by prior arrangement Food Safety Plan and Procedures Kitchen staff all have Food Safety Certificates Oven mitts are provided Colour coded chopping boards for different foods Care and correct technique is required with use of knives Hand wash basin and anti-bacterial soap is provided Anti-bacterial Cloths are provided (blue for kitchen, Salmon/Brown for tables) along with cleaning equipment and wet area sign behind the wash up room door Enclosed anti-slip shoes must be worn in the kitchen Fire blanket and Fire extinguisher available Maintenance program for kitchen appliances and equipment | L | Catered Camp Catering Requirements Form must be completed and Action Plans provided for all Serious/Fatal Allergies Self-Catering Camp Kitchen Usage Agreement must be completed Kitchen staff must have a Food Safety Certificate (available on-line for free) The groups cook is responsible for managing kitchen risks and food safety Kitchen guidelines must be followed |