



General Kitchen Checklist

conducted for

Sapphire Castle Hotel

Conducted on

15 Feb 2019 01:51 PM

Performed by

Meredith Lawson

Completed on




15 Feb 2019 06:25 PM




Score

27/36.0 - 75.00%



Failed Responses

This section lists responses that were set as "failed responses" in the template used for this audit




| Question | Response | Details |
|--|----------|---|
| Keys placed on the proper storage area | ✘ | Walk-in fridge and refrigerator key is missing. Mark may have forgotten to return the keys. |
|  <p data-bbox="140 707 256 734">Appendix 1</p> | | |
| Distributed towels and other issued items to respective stations | ✘ | |
| Work area is clean and tidy at all times | ✘ | Ingredients should be in returned to their respective places after use so work station/ area is kept clean. |
|  <p data-bbox="140 1258 256 1285">Appendix 3</p> | | |
| They assemble all appropriate ingredients in advance to ensure efficiency and work productivity | ✘ | James prepared the wrong ingredients and had to redo everything with Chef Tom. |
|  <p data-bbox="140 1706 256 1733">Appendix 4</p> | | |


| Question | Response | Details |
|--|----------|--|
| Equipment is kept in a clean and safe state at all times. | × | Pots, pans, and dishes piled up because they weren't washed immediately. Please avoid this from happening as it creates risk of things to fall down.. it's chaotic and it doesn't boost productivity |
|  <p data-bbox="140 611 256 638">Appendix 5</p> | | |
| Dishwashing machines are checked for cleanliness before use and maintained. | × | Cleaning staff did not clean the dishwasher after shift last night |
|  <p data-bbox="140 1021 256 1048">Appendix 6</p> | | |
| Unplugged, wiped and sanitized small appliances | × | Broiler pan was overlooked during cleaning |
|  <p data-bbox="140 1431 256 1458">Appendix 8</p> | | |
| All refrigeration equipment is left on, working and locked | × | Refrigerators left unlocked because keys are still missing |
| Cabinets have been locked and all kitchen keys are accounted for | × | Cabinets we're locked but some keys are still missing, walk-in fridge and freezers we're left unlocked because Mark still hasn't returned the keys. |


Inspection - 27/36 75.00%

| Question | Response | Details |
|--|----------|---|
| Kitchen Opening Procedure | | Score (6/8) 75.00% |
| Basic utilities such as lights and air system are turned on | ✓ | |
| Equipment such as ovens, proofers, griddles, ranges, broilers, fryers, kettles are turned on | ✓ | |
| Refrigerator and Freezers were unlocked | ✓ | |
| Keys placed on the proper storage area | ✗ | Walk-in fridge and refrigerator key is missing. Mark may have forgotten to return the keys. |
|  <p>Appendix 1</p> | | |
| Trash bins are lined and distributed | ✓ | |
| Kitchen area shows cleanliness, orderliness and no equipment malfunctions observed | ✓ | |
| Proper food storage practices are evident (labels, dates, wrapping, location) | ✓ | Good work in applying the best practices in storing food especially with the labels. |
|  <p>Appendix 2</p> | | |
| Distributed towels and other issued items to respective stations | ✗ | |

| Question | Response | Details |
|--|----------|---|
| Kitchen Service Preparation | | Score (5/7) 71.43% |
| Kitchen personnel meet the expected requirements of personal hygiene and wear the correct uniform and safety clothes | ✓ | |
| Kitchen personnel adheres to all hygiene and safety procedures at all times | ✓ | |
| Work area is clean and tidy at all times | ✗ | Ingredients should be in returned to their respective places after use so work station/ area is kept clean. |
|  <p>Appendix 3</p> | | |
| They assemble all appropriate ingredients in advance to ensure efficiency and work productivity | ✗ | James prepared the wrong ingredients and had to redo everything with Chef Tom. |
|  <p>Appendix 4</p> | | |
| Initial preparations are completed efficiently and items are stored correctly until required | ✓ | |
| Dishes are prepared in accordance with standard recipes | ✓ | |
| Every dish is checked by the senior chef before leaving the pass for presentation, quality and portion accuracy | ✓ | |
| Kitchen Cleaning | | Score (5/7) 71.43% |
| Daily, weekly and deep cleaning schedules for all kitchen areas are displayed and adhered to. | ✓ | |

| Question | Response | Details |
|--|----------|--|
| Designated personnel are allocated to monitor cleaning standards on a daily basis. | ✓ | |
| Equipment is kept in a clean and safe state at all times. | ✗ | Pots, pans, and dishes piled up because they weren't washed immediately. Please avoid this from happening as it creates risk of things to fall down.. it's chaotic and it doesn't boost productivity |
|  <p data-bbox="140 750 256 779">Appendix 5</p> | | |
| Dishwashing machines are checked for cleanliness before use and maintained. | ✗ | Cleaning staff did not clean the dishwasher after shift last night |
|  <p data-bbox="140 1162 256 1191">Appendix 6</p> | | |
| Water is changed at least twice a day and is at the correct temperature at all times. | ✓ | |
| Correct quantities of detergent and rinse aid are safely used. | ✓ | |
| Waste disposal facilities are effectively used. | ✓ | Nice work on practicing proper waste disposal in the kitchen |
|  <p data-bbox="140 1785 256 1814">Appendix 7</p> | | |

| Question | Response | Details |
|--|----------|---|
| Kitchen Closing Procedure | | Score (11/14) 78.57% |
| Hand tools such as knives, special cutters etc have been washed and sanitized | ✓ | |
| Unplugged, wiped and sanitized small appliances | ✗ | Broiler pan was overlooked during cleaning |
|  <p data-bbox="140 685 256 712">Appendix 8</p> | | |
| Washed and sanitized the station fixtures: tables, shelving, cabinets, heat lamps | ✓ | |
| Emptied, washed and sanitized under-counter line refrigerators | ✓ | |
| Locked up special tools and cooking alcohols | ✓ | |
| Double-checked that no perishable foods have been left out | ✓ | |
| All refrigeration equipment is left on, working and locked | ✗ | Refrigerators left unlocked because keys are still missing |
| Cabinets have been locked and all kitchen keys are accounted for | ✗ | Cabinets we're locked but some keys are still missing, walk-in fridge and freezers we're left unlocked because Mark still hasn't returned the keys. |
| All heating equipment and units are turned off | ✓ | |
| Cleanliness and orderliness is evident | ✓ | |
|  <p data-bbox="140 1895 256 1921">Appendix 9</p> | | |

| Question | Response | Details | |
|---|---|----------------------|---|
| The office and the sales receipts is secured and locked | ✓ | | |
| Fans and lights turn | ✓ | | |
| Locked interior doors | ✓ | | |
| Alarm system activated | ✓ | | |
| Completion | | | |
| Notes for the next shift: | Refrigerators and freezers we're left unlocked please ask Mark for the keys. Take note of non-compliant items and ensure that assigned corrective measures are completed within the next shift. | | |
| Name & Signature of Duty Manager | Meredith Lawson | 15 Feb 2019 06:25 PM |  |

Media



Appendix 1



Appendix 2



Appendix 3



Appendix 4



Appendix 5



Appendix 6



Appendix 7



Appendix 8



Appendix 9