



General Kitchen Checklist

Sapphire Castle Hotel / 15 Feb 2023 / Meredith Lawson

Complete

Score	75%	Flagged items	9	Actions	6
Site conducted					Unanswered
Name of Establishment					Sapphire Castle Hotel
Conducted on					15.02.2023 08:54 PST
Performed by					Meredith Lawson

Flagged items & Actions

9 flagged, 6 actions

Flagged items

9 flagged, 6 actions

Inspection / Kitchen Opening Procedure

Keys placed on the proper storage area



Walk-in fridge and refrigerator key is missing. Mark may have forgotten to return the keys.

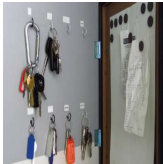


Photo 1

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 09:04 PST | Created by SafetyCulture Staff

Return the keys to proper storage

Inspection / Kitchen Opening Procedure

Distributed towels and other issued items to respective stations



To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 09:04 PST | Created by SafetyCulture Staff

Always ensure that towels are provided in work stations

Inspection / Kitchen Service Preparation

Work area is clean and tidy at all times



Ingredients should be returned to their respective places after use so work station/ area is kept clean.

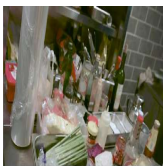


Photo 3

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 09:05 PST | Created by SafetyCulture Staff

Keep it clean and tidy during food prep. Thanks

Inspection / Kitchen Service Preparation

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.



Photo 4

Inspection / Kitchen Cleaning

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

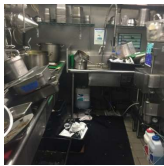


Photo 5

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 09:07 PST | Created by SafetyCulture Staff

Please wash ASAP

Inspection / Kitchen Cleaning

Dishwashing machines are checked for cleanliness before use and maintained.



Cleaning staff did not clean the dishwasher after shift last night

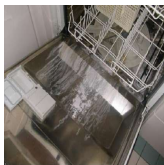


Photo 6

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 09:07 PST | Created by SafetyCulture Staff

Clean up before leaving

Inspection / Kitchen Closing Procedure

Unplugged, wiped and sanitized small appliances



Broiler pan was overlooked during cleaning



Photo 8

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 09:08 PST | Created by SafetyCulture Staff

Please clean broiler pan

Inspection / Kitchen Closing Procedure

All refrigeration equipment is left on, working and locked



Refrigerators left unlocked because keys are still missing

Inspection / Kitchen Closing Procedure

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.

Other actions

0 actions

Inspection

9 flagged, 6 actions, 75%

Kitchen Opening Procedure

2 flagged, 2 actions, 75%

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.

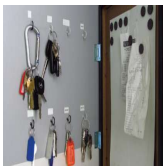


Photo 1

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 09:04 PST | Created by SafetyCulture Staff

Return the keys to proper storage

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.



Photo 2

Distributed towels and other issued items to respective stations



To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 09:04 PST | Created by SafetyCulture Staff

Always ensure that towels are provided in work stations

Kitchen Service Preparation

2 flagged, 1 action, 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.



Photo 3

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 09:05 PST | Created by SafetyCulture Staff

Keep it clean and tidy during food prep. Thanks

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.



Photo 4

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

2 flagged, 2 actions, 71.43%

Daily, weekly and deep cleaning schedules for all kitchen areas are displayed and adhered to.



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

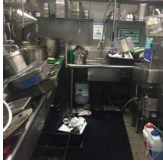


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To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 09:07 PST | Created by SafetyCulture Staff

Clean up before leaving

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



Photo 7

Kitchen Closing Procedure

3 flagged, 1 action, 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



Photo 8

To Do | Assignee SafetyCulture Staff | Priority Low | Due 22.02.2023 09:08 PST | Created by SafetyCulture Staff

Please clean broiler pan

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

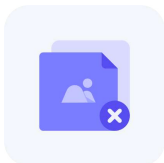


Photo 9

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

A handwritten signature in black ink that reads "Meredith Lawson".

Meredith Lawson
15.02.2023 09:11 PST

Appendix



Photo 1



Photo 2



Photo 3



Photo 4

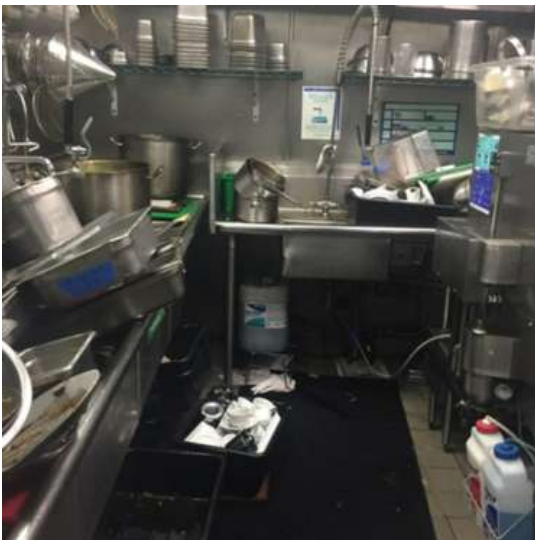


Photo 5



Photo 6



Photo 7



Photo 8

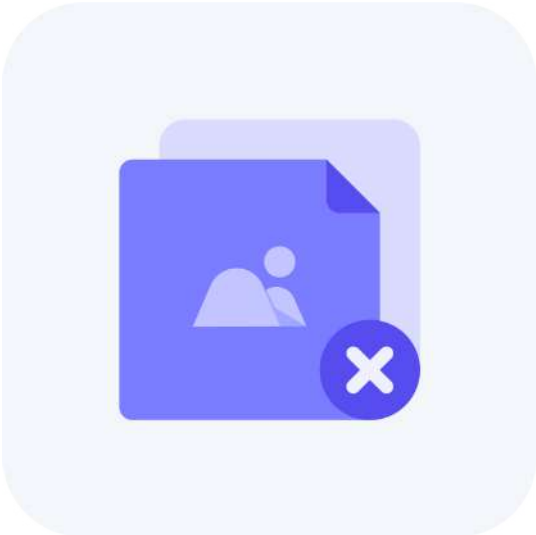


Photo 9