

## South Amboy Kitchen Orientation Checklist

### Overall tour of physical space

- \_\_\_ Office
- \_\_\_ Coworking Office
- \_\_\_ Bathroom
- \_\_\_ Dry Storage
- \_\_\_ Cooking Kitchen 1
- \_\_\_ Cooking Kitchen 2
- \_\_\_ Baking Kitchen 1
- \_\_\_ Prep Kitchen 1
- \_\_\_ Prep Kitchen 2
- \_\_\_ Walk In Refrigeration
- \_\_\_ Walk in Freezer
- \_\_\_ Utility Area
- \_\_\_ Janitorial Area

### Fire Safety in case of fire

- Pull the Pull station lever on the wall
- Pick up K class fire extinguisher & stand by in case of reflash
- In case of reflash pull pin on the extinguisher and spray on base of the fire.
- Safety first, Leave the area and move out doors immediately if not extinguished right away with fire suppression.

### First Aid station location

### How to use equipment

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#### Ovens

##### Operation:

- Open to make sure nothing is in it
- Turn Master switch to ON
- Set thermostat as desired, preheat temp reached when HEAT light goes off
- Set the timer
- \*refer to manual for cooking guidelines

##### How to clean:

- Turn the thermostat to lowest setting
- Turn MasterSwitch to OVEN COOL and leave doors open

- Use Neutral Disinfectant to clean entire interior
- Clean the oven racks with Neutral Disinfectant or at 3 comp sink
- Use a clean, damp cloth to clean the exterior of the oven

## Ranges

### Operation:

#### **Burners**

- Simply turn on to desired setting

#### **Oven**

- Turn knob to desired temperature
- Preheat for 20-25 minutes
- Load and Unload quickly to conserve heat and ensure proper heating conditions for the next load

### How to clean:

- POWER OFF BURNERS AND ALLOW TO COOL BEFORE CLEANING
- Spray grates with Sysco Peroxide spray and thoroughly wipe down with a towel
- Immediately after drying lightly spray with cooking oil spray to season
- Turn on all burners to low and leave on for 10-15
- GRATES MUST BE SEASONED AFTER EACH CLEANING TO AVOID RUST
- Use spray bottle and towels to clean sides, top, and oven <sup>[L]</sup><sub>[SEP]</sub>

## Stove

### Operation:

#### **Burners**


- Simply turn on to desired setting

### How to clean:

- POWER OFF BURNERS AND ALLOW TO COOL BEFORE CLEANING
- Spray grates with Sysco Peroxide spray and thoroughly wipe down with a towel
- Immediately after drying lightly spray with cooking oil spray to season
- Turn on all burners to low and leave on for 10-15
- GRATES MUST BE SEASONED AFTER EACH CLEANING TO AVOID RUST
- Use spray bottle and towels to clean sides, top, and oven

## Mixer

### Operation:

- Set desired speed based on attachment using
- **DO NOT CHANGE SPEED WHILE MACHINE IS RUNNING**
- Place attachment on machine and lift bowl all the way up
- For mixer with timer set timer to desired time or set timer to hold to run continuously
- Press Start Button to start and Stop to Stop 


### How to clean:

- **Turn off and unplug prior to cleaning**
- **Clean entire mixer with a damp cloth**
- **Wash, rinse, and sanitize bowl and any attachments used**
- **DO NOT RUN ATTACHMENTS THROUGH DISHWASHER**

## Robot Coupe

### Operation:

#### **Bowl Attachment**

- Place bowl onto base with handle facing towards the front turning it slightly off center and to the left as lowered
- Then, turn it back to the right, (counterclockwise) locking it onto the motor base tabs.
- Place blade onto shaft and rotate until it drops into place
- Place lid on bowl with tab slightly to the left and slide back to the right once lowered until the tab stops inline with the bowl handle 

### Operation:

#### **Vegetable Attachment**

**Please use Robot Coupe CL50 for vegetable prep**

### How to clean: Robot coupe continued

- **Remove cap attached to the blade**
- **Wash, rinse, and sanitize being careful with the blade**
- **Bowl, blade, and lids are all dishwasher safe**
- **Rinse and scrub with a stiff bristle brush before washing to remove bulk food particles**

### Charbroiler

#### Operation:

- To light the burners turn knob to the MAX setting then adjust to the desired setting as needed
- Allow to preheat for 30 minutes
- Rub grates with cooking oil before use
- Scrape grates during broiling with wire brush to keep clean

### How to clean:

- Scrape with wire brush throughout use
- Do not allow debris to accumulate on grates
- Wipe grates with degreaser and towel, dry, and apply oil to grates
- Remove grates to clean accumulated grease and food
- Remove deflector and crumb trays to empty and clean and replace aluminum if needed

### Tilt Skillet/Griddle

#### Operation:

- To light the burners turn knob then adjust to the desired setting as needed
- Allow to preheat
- Rub cooking surface with cooking oil before use
- Scrape cooking surface during cooking with scraper to keep clean

### How to clean:

- Scrape with scraper throughout use
- Do not allow debris to accumulate
- Wipe cooking surface with degreaser and towel, dry, and apply oil to grates
- Remove deflector and crumb trays to empty and clean and replace aluminum if needed

### Fryer

### Reach In Refrigerator

### Reach In Freezer

### Sinks

### Hood

### Etc

\_\_\_\_\_ Cleaning Procedures : general not discussed above discussed & understood.

\_\_\_\_\_ Storage

\_\_\_\_\_ Personal hygiene

- Head covering \_\_\_\_\_

- Hand washing \_\_\_\_\_

- Sick policy \_\_\_\_\_ Door locks,

\_\_\_\_\_ Security system,

\_\_\_\_\_ Cameras,

\_\_\_\_\_ Music ( No Music Allowed)

\_\_\_\_\_ Alcohol or Intoxicant Consumption ( Not Allowed )

\_\_\_\_\_ Smoking ( Not Allowed)

\_\_\_\_\_ Emergency contact info \_\_\_\_\_ Trash, recycling, and compost \_\_\_\_\_ Parking and neighborhood info \_\_\_\_\_ Co-working space and wi-fi

\_\_\_\_\_ The Kitchen User agrees that all items above have been reviewed and all questions

have been addressed.

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