

## PROCEDURES

### DISHES

1. Very hot water is to be placed in each pan and in silver tray
2. Rubber gloves must be worn; they are turned 1/2 inside out when finished
3. Scrape food into scrap pans. Throw pans away at end of day
4. Make sure dishes, pitchers, and souppots are thoroughly dry
5. Soup pots need cleaning in sink under window
6. Dishpans are cleaned, dried, placed under sink
7. Sinks are towel dried

### SINK AREAS

1. At end of day, flush disposal
2. Dishwashing supplies are kept under right hand sink
3. Personal items are put under left hand sink

### COUNTERTOPS

1. Washed each day with soap and water and dried with towel
2. Scrap pans thrown away each day

### RANGE 1

1. Top of range and splashboard are cleaned with Brillo and sponge

### KITCHEN CLOSET

1. Shelves cleaned, straightened, and organized and 1st and 3rd Tues.
2. Small supply of assorted vegetables are to be kept on shelf

### KITCHEN CLOSET CONT'D

3. All opened items are to be kept covered
4. Aprons washed as needed
5. Jars should be saved only if they can be used for soup storage or soup take-home

### DINING ROOM CLOSET

1. Towels are washed twice a week by volunteers. They are hung on clothesline to dry and reused if cleaned
2. Freezer is used to store bread and bones and is defrosted as needed
3. Clothes are to be given out to those needing them. To keep them in order, a clothes hanger has been installed so that they can be hung up. Any oversupply is taken to Salvation Army or Goodwill
4. Mops and brooms are stored on the hangers provided on right hand wall.
5. Canned goods are separated into vegetable, soups, and fruits

### WOODEN TABLES

1. Not to be used

### TABLE SETTING

1. One place setting: placemat, napkins, knife, spoon
2. On each table: 1 glass, turned upside-down  
1 salt and pepper  
2 butter  
2 breads

### COFFEE TROLLEY

1. Bottom shelf: placemats, silver, extra glasses, spoge
2. Second shelf: coffee cups, sugar jar, milk jar
3. First shelf: coffee pot 2 hot water containers w/ tea

### COFFEE TRAY

1. Paper towels are placed on bottom of tray; sugar bowl, dish of teaspoons, 3 cream pitchers

## DAILY

### GENERAL

1. Towels need to be hung each day; can be reused if still clean
2. Unused bread is stored in freezer
3. Brooms and mops stored daily on right side of closet

### FOOD

1. Soups cooled and stored in large closed refrigerator
2. Fresh food stored in refrig.
3. Canned food stored in large closet and moved to small closet as room develops
4. Soups need stirring constantly
5. Soup placed on HIGH and when heated, turn on LOW
6. Any soup burned (but not enough to throw out) should be switched immediately to another pot

### DISHES

1. Procedure for washing dishes placed in sink area

### SINK AREAS

1. Dishwashing supplies are stored under the sink
2. Disposal is flushed out at end of each day
3. All sinks are dried out with a towel

### COUNTERTOPS

1. Washed each day with soap and water
2. Scrap pans are to be thrown away each day

### RANGE

1. Splashboard and rangetop are cleaned each day with a Brillo and sponge

### FLOOR

1. Kitchen floor swept and mopped daily
2. Dining room floor swept daily and mopped as needed, but at least twice a week
3. Empty trash can daily and put in new bag
4. Closed floor swept daily

### BATHROOM

1. Should be swept and mopped daily
2. Sink and toilet cleaned daily
3. Bathroom supplies checked daily

### OUTDOORS

1. Litter should be picked up daily

### DINING ROOM

1. Tables and chairs need cleaning each day with ammonia, soap and water

### COFFEE TABLE AND TRAYS

1. All need cleaning daily



Monday

1. Ovens brushed out out each Monday
2. Checked for spoiled food in refrigerators

Tuesday

1. 2nd and 4th T. lower stainless counter cleared and cleaned
2. 1st and 3rd T. kitchen closet shelves cleaned and organized

Thursday

1. Every 1st and 3rd Th. closet floors cleaned thoroughly

Friday

- Cupboards and drawers checked for cleanliness each F.  
Mopheads soaked in bleach each F.

Saturday

- Refrig. cleaned each S.  
Dining rm. floors mopped each S. and as needed  
Counter tops cleared w/ ammonia