



Group:	Date:
Lead chef:	
Phone:	
Menu:	No. served

St. Cyprian's Community Kitchen Operational Log & Checklist

The purpose of this checklist is to provide a systematic way of helping to ensure that each organization that uses this kitchen both finds and leaves it in a clean and completely operational order. If everyone uses and complies with the intent and purpose of this checklist, Cyprian's ARC will continue to be a wonderful place of Arts, Resilience, and Community.

Action to be Completed	Completed	Comments
1. Make a quick check of entire kitchen and make note of anything out of order (things that don't work, things out of place, etc.)	<input type="checkbox"/> dishwasher empty <input type="checkbox"/> Oven thermometers in place <input type="checkbox"/> grill thermometer in place	
2. Pre-heat oven, grill if using them. Find pots, pans, and needed utensils.	<input type="checkbox"/>	
3. Place compost, trash, and recyclable containers where they'll be most handy.	<input type="checkbox"/>	
4. Prepare and serve your meal, using only those food & condiment items you brought or know are community property.	<input type="checkbox"/>	
5. At the end of your meal, wash all dishes, pots, pans, utensils, etc., and put away on the shelves, in the drawers, etc. so marked for each item.	<input type="checkbox"/> dishwasher empty <input type="checkbox"/> Oven thermometers in place <input type="checkbox"/> grill thermometer in place	

6. Wash, clean and dry sinks and adjacent areas.	<input type="checkbox"/>	
7. Clean all food preparation tables with sanitizing solution.	<input type="checkbox"/>	
8. Empty all waste from garbage, compost and recycling containers to large bins in alley behind church.	<input type="checkbox"/>	
9. Clean range and stove, ensuring that all controls are turned off.	<input type="checkbox"/>	
10. Remove and/or store all leftover food items in refrigerator/freezers, as needed, labeling everything with date/time/organization.	<input type="checkbox"/>	
11. Sweep and mop down floor areas in kitchen and serving area.	<input type="checkbox"/>	
12. Remove all food items you have brought unless you intend to donate them and, if so, indicate that on the item.	<input type="checkbox"/>	
13. Report any broken/damaged items or maintenance issues in the kitchen to the Kitchen Manager. Take a picture, if possible.	<input type="checkbox"/>	
14. Turn out all lights, close all windows, and leave the kitchen at least as clean or better than you found it.	<input type="checkbox"/>	
15. Be sure all doors that were opened for your event are closed and secured.	<input type="checkbox"/>	
Thank you!		

Emergency contact numbers:

911 - Fire, health & Safety issues

Rev. Anders Petersen

Fr. Tom Jackson 510.759-3275 (must be called if 911 is called)