

<u>CHARITY NAME -</u>	<u>Date:</u>	<u>Comments</u>
Name of Group leader-		
<u>OPENING CHECKS :</u>		
-	<u>Temperature</u>	
Important Check fridge temperature and take a note in next column		
	<u>Tick here please</u>	
All helpers to wash hands using liquid hand wash and dry with paper towels		
Place any items containing fresh cream in the fridge		
Check worktops and wipe down with disinfectant and dry with paper towels		
Use clean dish cloth for wiping down work surfaces		
All helpers to wear clean aprons		
Check dishwasher is working- advise if not-contact 07961913888		
<u>CLOSING CHECKS :</u>		
Clear away all leftover food - use food caddy if necessary		
Clean all work surfaces/fridge and floor		
Put any recycling into appropriate box- please take away and recycle		
Dispose of all rubbish into bin and remove black bin bag , tie up and take away. Put new bag liner into bin		