

## The Children's Learning Center Kitchen Cleaning Policy and Procedure

### Policy

The center will ensure that the kitchen is cleaned daily and kept free of undesirable and hazardous materials and conditions. The center will post evidence of compliance with all applicable Federal, State, Tribal, and local food safety and sanitation laws, including those related to the storage, preparation and service of food. Disinfecting is a very important part of keeping children and staff healthy and free from disease. The kitchen staff is responsible for the general cleaning of the kitchen throughout the course of the day, as well as specific services that are done weekly and monthly.

The kitchen staff will follow the Daily and Weekly Kitchen Cleaning Checklist that includes clean stove, sweep and mop, and clean sanitizer; see Daily and Weekly Kitchen Cleaning Checklist for more details of services. The Kitchen staff will also follow a Monthly Kitchen Cleaning Checklist that includes defrost freezer, clean stove hoods, and sanitize food shelves, see Monthly Kitchen Cleaning Checklist for more details of services.

All sewage and liquid waste associated with cleaning the kitchen is disposed of through a locally approved sewer system. Garbage and trash from cleaning the kitchen will be stored in a safe and sanitary manner. All cleaning materials will be stored out of the reach of children in locked cabinet.

The Health/Nutrition Coordinator will oversee and ensure that daily and weekly sanitation occurs in the kitchen. Concerns about inadequate cleaning by the kitchen staff should be reported to the Health/Nutrition Coordinator.

The kitchen staff and Health/Nutrition Coordinator will conduct quarterly kitchen sanitation inspections, which will be shared with the Director.

Procedure/Strategy	Who	When	Documentation
1. Provide the kitchen staff with all three Kitchen Cleaning Checklists.	H/N C	August	Kitchen Cleaning Checklists
2. Post Kitchen Cleaning Checklist in the kitchen to ensure that scheduled service is occurring according to schedule.	Kitchen Staff	Daily Weekly Monthly	Kitchen Cleaning Checklists
3. Follow the Kitchen Cleaning Checklists pertaining to services required for the day, weekly, and monthly.	Kitchen Staff	Daily Weekly Monthly	Kitchen Cleaning Checklists
4. Review and initial checklist to ensure sanitation is occurring and file the checklist.	H/N C	Monday of each week	Kitchen Cleaning Checklists

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