

Kitchen Equipment



Cleaning Procedures Manual

Written by Joe Beneduce

KITCHEN EQUIPMENT CLEANING PROCEDURES MANUAL

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FOREWORD

The recommendations in this Manual are intended as a guide only to catering managers and workplace supervisors from the cleaning industry, to enable them to achieve and maintain adequate standards of hygiene in respect of cleaning practices in all areas of the commercial kitchen.

This manual is written by Joe Beneduce Facilities & Health Support Senior Instructor for the cleaning Industry

Other publications in the series include:

Hospital Cleaning Procedures Manual

Hospital Cleaning Operators Manual

Cleaning of Infectious Areas Operating

Suite Cleaning Manual

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SECTION 1

INTRODUCTION

SECTION 1
INTRODUCTION

Food service hygiene is the responsibility of every person associated with the storage, preparation, servicing and transportation of food. However, the catering Manager has the additional responsibility for ensuring that everyone under his/her control knows the why and how of attaining maximum hygienic conditions.

The aim of this Procedure Manual is to provide a guide for catering managers and workplace supervisors to enable them to achieve and maintain adequate levels of hygiene in respect of cleaning practices in all areas of the hospital kitchen.

However, the instructions contained herein should not limit the Catering Manager's own discretion.

Managers will ensure the provision of quality food by application of the cleaning principles and procedures established for hospital kitchens, and a properly designed cleaning programme will provide staff with a clean and hygienic environment in which to carry out their duties.

It is recommended that this Equipment Cleaning Procedures Manual be used in conjunction with the Section on cleaning of kitchen areas in the Hospital Cleaning Procedures Manual.

SECTION 2

THE NEED FOR KITCHEN CLEANING

**SECTION 2
KITCHEN CLEANING**

THE NEED FOR

2.1 FOOD POISONING

Food poisoning is the overall term used to describe illnesses caused by:

- a) consumption of toxic chemical agents such as lead, insecticides;
- b) consumption of toxic substances in natural foods such as mushrooms, seafood's;
- c) consumption of normally non-toxic substances in natural foods to which an individual is allergic;
- d) Consumption of "spoiled" food. Food spoilage refers to changes in the composition of food brought about by the action of yeasts, moulds etc.
- e) consumption of food contaminated by harmful bacteria or bacterial spores

In the first three instances, the illness is often confined to an individual; in the latter instance, the cause is usually diagnosed by the rapid onset of similar symptoms amongst a group of people all of whom have consumed the same foods.

SECTION 2 KITCHEN CLEANING

THE NEED FOR



2.2

FOOD CONTAMINATION

2.2.1 Bacteria

Bacteria are microscopic organisms that may cause disease. They each consist of a single cell and reproduce by splitting into two. Given a favourable environment, a colony of bacteria can double itself every 20 to 30 minutes. In three hours, a colony of 10,000 could increase to almost 4 million.

The favourable elements that encourage growth are:

food and
moisture and
warm temperatures and
air (*some species can survive without air*).

2.2.2 Bacterial Spores

Certain bacteria exist in a dormant (inactive) form called “spores”, one spore being formed from one cell. In this form, they are capable of survival for long periods in an unfavourable environment - i.e. without food and in extremes of temperature including boiling water.

They are destroyed by steam sterilization and are used to test the efficacy of sterilizers. Application of heat and moisture may stimulate germination and cause spores to return to their active form.

Food poisoning due to bacterial contamination may take two forms –:

intoxication

infection

2.2.3 Intoxication

Intoxication is most commonly caused by the Staphylococcus bacteria that, when present in food, produce a toxin that in turn causes illness. The source of Staphylococcal bacteria is most commonly the mucous membrane of the nose and throat and lesions on the skin, particularly the hands. Food workers must pay scrupulous attention to personal hygiene, particularly hand washing, and must not handle food if they have cuts and sores on their hands.

2.2.4 Infection

Infection is most commonly caused by the Salmonella bacteria that directly cause illness. Salmonella thrives in unrefrigerated food and is destroyed by heat.

2.3 MEANS OF CONTAMINATION

Food may become contaminated by:

- a) food handlers who knowingly or unknowingly harbour disease causing their organisms on their hands or in the mucous membranes of their nose and throat;
- b) incorrect storage conditions;
- c) poor handling of foods; raw meat, poultry and fish will contaminate cooked foods and work surfaces;

- d) use of contaminated kitchen equipment and utensils.

Particles of meat, blood and other foodstuffs left on kitchen surfaces and equipment will, in a warm kitchen, promote bacterial growth that can be a serious health hazard or, at the very least, spoil the flavour of food.

Cleaning of surfaces, equipment and utensils is, therefore, the responsibility of every person working in a food service and all employees must be aware of the ways in which food can become contaminated and how this can be prevented.

SECTION 2 KITCHEN CLEANING

THE NEED FOR

2.4 PREVENTION OF CONTAMINATION

To prevent contamination of food, the following procedures should be strictly carried out:

- Inspection of food on delivery.

- Storage of food at the correct temperature.

- Separate storage of raw and cooked foods.

- Thorough hand washing before handling food, and after cleaning and handling wastes.

- Correct handling of food during preparation.

- Prompt serving at the correct temperature.

- Immediate cleaning of the preparation area, surfaces, machines and utensils

after use to remove spills, food particles and moisture (always wipe dry).

Return of all crockery to the dishwasher for washing and sanitisation.

Correct handling and storage of garbage containers and washing out of containers after emptying.

2.5 CLEANING REQUIREMENTS

Frequency of cleaning of food preparation equipment, surfaces and premises will depend on the degree of usage in any given period. As a general rule, equipment, utensils and immediate working areas should be cleaned after each occasion of use. Premises should be thoroughly cleaned at least daily, with spot cleaning occurring as and when required so as to maintain a safe, hygienic environment.

Major cleaning of large items of equipment (ovens etc.) should be carried out at least weekly, or more frequently depending on usage. This also applies to hoods, canopies, etc. Irrespective of any set frequencies laid down, common sense dictates that if an item or surface is soiled, it must be cleaned as soon as possible. Cleaning services in kitchen areas must be able to respond to these situations.

Special emphasis must be placed on hygiene practices and cleaning when there is a change of tasks from raw to cooked food preparation.

SECTION 2 KITCHEN CLEANING

THE NEED FOR

Although this Manual covers the cleaning requirements for equipment commonly used in hospital kitchens, it is important that to be used in conjunction with manufacturers' instructions for specific brands of equipment.

It is also important that cleaning requirements for equipment are considered in conjunction with procedures for cleaning kitchen areas which are detailed in the publication Hospital Cleaning Procedures Manual.

Reference is made in the text of this manual to detergents and sanitizing agents. These products will need to be selected in accordance with current workplace policy. Dilutions and safety precautions should be as recommended by manufacturers.



2.6 WARNINGS

When using chemical detergents or sanitising agents, before using read MSDS

(*Material Safety Data sheets*) always use P.P.E Personal Protective Equipment e.g. Wear rubber gloves, as certain ingredients can be harmful to the skin. Be careful not to splash chemical agents near face and eyes. Wear appropriate protective clothing when necessary. Wear non slip appropriate foot wear.

Switch off and disconnect all electrical plugs from power points before cleaning any electrically-operated equipment. If possible, cover the plug with plastic to avoid moisture contact which could cause damage or injure personnel when the equipment is next used.

Display a warning notice on or near the on/off switch of the unit being cleaned so that other staff will not attempt to use it.

Do not spray chemicals directly into or onto external surfaces of electrically-operated equipment. Spraying could cause a short circuit in the wiring when next used.

At all times warning signs must be use when conducting any cleaning activity.

SECTION 3

PRODUCTION EQUIPMENT

**SECTION 3
EQUIPMENT**

PRODUCTION



3.1 BRATT/FRYPAN - TILTING

- a) Flush Frypan with warm water immediately after use and tilt to drain.
- b) Wash internal surfaces of the pan with hot detergent solution.
- c) Scrub adjacent turn-ons, lid and surrounding enamel surfaces.
- d) Tilt frypan to drain.
- e) Rinse all washed surfaces with clean hot water.
- f) Wipe dry all surfaces with a clean soft cloth.
- g) Mop dry the surrounding floor surfaces.



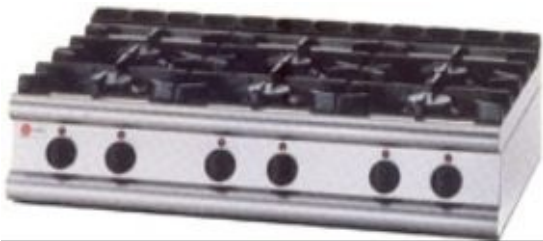
3.2 COOKING TOP – ELECTRIC

- a) Remove drip tray and scrape out food deposits and spills; wash with hot detergent solution; rinse and wipe dry.
- b) Wipe top surfaces with dry cloth to remove spills, grease etc. Use blunt scraper for hard, baked-on deposits.
- c) Wipe over with detergent solution or non-abrasive paste; rinse and wipe dry.

- d) Clean other exterior surfaces with detergent solution; rinse and wipe dry.
- e) Replace drip tray.
- f) If cooking top is to be out of use for an extended period of time, smear cooking plates with cooking oil to prevent rust.

SECTION 3 EQUIPMENT

PRODUCTION



3.3

COOKING TOP - GAS

- a) Remove top burners, grates etc. and place in empty pot-wash sink.
- b) Spray parts thoroughly with oven cleaner and let stand for 5 minutes to allow chemical cleaning action to take place.
- c) Loosen baked-on grease and carbonised deposits with stiff brush or wooden scraper
- d) Rinse with clean, hot water, drain and wipe dry with a clean cloth.
- e) Spray the cooking top with oven cleaner as in b).

- f) Loosen baked-on grease and carbonised deposits as in c).
- g) Remove dissolved deposits with a damp cloth.
- h) Rinse all surfaces carefully with a damp cloth to remove all traces of oven cleaner.
- i) Replace all parts carefully on the cooking top, being sure to replace all parts in the correct position.
- j) Test-light the cooking top to assist in the drying process and to ensure that no gas ports are blocked

SECTION 3

PRODUCTION EQUIPMENT



3.4 FRYER

3.4.1 Draining

Drain and strain the frying medium at the end of each day.

Always drain fryer when cold zone area under pan baffle is hot and liquid. A cold fryer heated up will not drain, as the frying medium in the cold zone remains hard.

- a) Open drain valve and allow frying medium to drain into the mobile oil filter.
- b) Check valve for any food particles and, if necessary, dislodge with a stiff nylon brush.
- c) Close valve.

Do not use wire brushes or metal rods as these will damage the valve. If the obstruction cannot be dislodged with a nylon brush, use a wooden or plastic probe.

3.4.2 Cleaning

- a) Run cold water into the fryer.
- b) Add undiluted detergent to the fryer pan and mix thoroughly.
- c) Turn on the heat and bring the temperature to boiling point; do not allow overflowing.
- d) Adjust the temperature to simmer.

- e) Brush-wash any heavy deposits and outside surfaces with the same cleaning solution.
- f) When the tank is completely clean, turn heat off and drain fryer. Add cold water to the solution as it drains to prevent rapid change in temperature. This avoids warping of the metal.
- g) Rinse thoroughly with clean water until detergent odour is removed.

SECTION 3 PRODUCTION EQUIPMENT

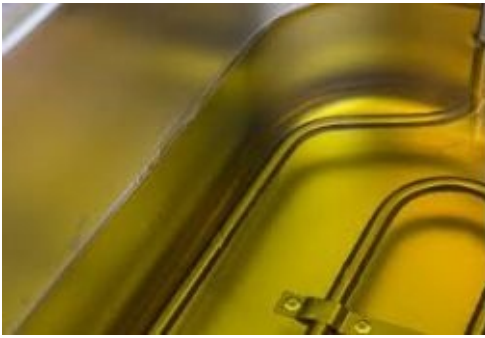
Note:

Burners from gas boiling tables and other metal equipment which is coated with baked-on deposits may be cleaned quite easily by boiling them inside the deep fryer as it is being cleaned.

These items should also be brushed and rinsed as above. If a large number of pieces are to be cleaned in this way, additional detergent should be added to the fryer pan.

3.4.3 Filling

- a) Check that the drain cock is closed and pan baffle is in position.
- b) Fill the fryer with frying medium to the oil level indicated on the rear wall of the pan.



DO NOT OVERFILL THE FRYER.

Overfilling causes foam-over and messy frying conditions.

Element cleaning on electrically-heated fryers may be effectively carried out by lifting the elements out of the pan and supporting them with the stop provided on the switch box. Set thermostat to 120°C and leave on until all deposits are burnt off.

If cleaning elements whilst fryer pan contains frying medium, ensure that pan lid is in position. Do not immerse hot elements in frying medium as this creates a fire hazard.

SECTION 3 PRODUCTION EQUIPMENT

3.5 OIL FILTER

3.5.1 Operating Instructions

- a) Heat the frying medium in the pan to 150°C.
- b) Position mobile filter under drain cock of fryer and drain pan into filter bowl, agitating the frying medium to wash out any heavy particles.
- c) Clean the fryer if necessary and close drain cock.
- d) Position swivel spout above fryer pan and turn filter switch to *FILTER*. This will return filtered oil to pan.
- e) When all frying medium has been returned to the pan, turn filter switch to OFF and allow to stand for one minute, then turn switch to *CLEAN* for approximately another minute. This will allow the oil to empty from the return line and pump. (This operation is necessary to prevent any possibility of frying medium solidifying in the unit before the next use).

NOTE:

Filter pads may be used more than once and discarded when oil will no longer pass through.

Cleaning

- a) Remove paper and perforated meshes.
- b) Fill bowl to oil line with hot detergent solution. Agitate slightly.
- c) Allow unit to pump through.
- d) Repeat operation with clean water.
- e) Repeat again if necessary.

- f) Wipe bowl dry with a clean, soft cloth.

Note:

Any detergent left in filter will cause oil to deteriorate rapidly. It is therefore essential to ensure that the machine is thoroughly rinsed.

SECTION 3 PRODUCTION EQUIPMENT



3.6 GRILLER/GRILLER TOP

3.6.1 Hotplate

- a) While griller is warm, remove all fatty deposits from the surface of hotplate with a scraper.
- b) Spray hotplate with oven cleaner, let stand for 5 minutes, wipe with damp cloth.
- c) Rinse hotplate with clean hot water to remove all deposits and oven cleaner.
- d) Wipe hot plate dry with a clean cloth.
- e) Wipe cooking oil over cooking surfaces to prevent rust.

f) To remove build-up of carbon deposits, use a griddle stone with cooking oil as lubricant. Thoroughly clean plate (as set out above) after using griddle stone.

Note:

Hotplates may warp or crack if washed when too hot.
electrical connections.

Keep water away from



SECTION 3 PRODUCTION EQUIPMENT

3.6.2 Exterior Surfaces

- a) Wash surfaces with neutral, grease-dissolving detergent.
- b) Remove baked-on grease and carbonised deposits with wooden or plastic scraper.

Note:

Do not use steel wool on stainless steel finishes as particles of iron can become embedded in the steel surfaces, rust and cause streaking.

- c) Remove grease containers from the front of the cook plate and wash in hot water and grease - dissolving detergent.
- d) Wipe underneath the griller to remove spilt fat.
- e) Check all visible electrical connections, particularly flexible wiring, for signs of wear and fraying and have faults repaired.

SECTION 3 PRODUCTION EQUIPMENT



3.7 OVEN - BAKING/ROASTING

3.7.1 Interior

- a) Remove shelves and shelf supports and wash in pot washing sink using a grease-dissolving detergent.
- b) Brush-scrub to remove carbonised deposits.
- c) Rinse with clean water and leave to dry.
- d) Pre-heat oven to 65°C; switch off heat.
- e) Loosen baked-on grease or carbonised deposits with a stiff brush or scraper.

- f) While oven surfaces are still warm, spray with oven cleaner and let stand for 5 minutes to permit chemical cleaning action to take place.
- g) Remove dissolved and loosened deposits with a damp cloth.
- h) Wipe surfaces with a clean, damp cloth to remove all traces of oven cleaner.



3.7.2 Exterior

- a) Wash surfaces with a neutral, grease-dissolving detergent.
- b) Remove dissolved and loosened deposits with a damp cloth.
- c) Rinse with clean warm water.
- i) Wipe dry with a clean, dry cloth.

Note:

Keep the Sides, front and back of the oven clean at all times to avoid odours

SECTION 3 PRODUCTION EQUIPMENT



3.8 OVEN – CONVECTION

3.8.1 Interior

- a) Remove shelves and shelf supports and wash in pot wash sink using a grease-dissolving detergent.
- b) Brush-scrub to remove carbonised deposits.
- c) Rinse with clean water and leave to dry.
- d) Preheat oven to 65°C; switch off heat.
- e) Loosen baked-on grease or carbonised deposits with a stiff brush or scraper.
- f) While oven surfaces are still warm, spray with oven cleaner and let stand for 5 minutes to permit chemical cleaning action to take place.
- g) Remove dissolved and loosened deposits with a damp cloth.
- h) Wipe surfaces with a clean, damp cloth to remove all traces of oven cleaner.

Note:

For glass-lined doors, repeat procedures e to h taking care not to scratch the glass.

3.8.2 Exterior

- a) Wash surfaces with a neutral, grease-dissolving detergent.
- b) Remove dissolved and loosened deposits with a damp cloth.
- c) Rinse with clean warm water.

d) Wipe dry with a clean dry cloth.

Note:

If stubborn stains are still evident, repeat procedures E to H as for 3.8.1 - Interior cleaning.

SECTION 3 PRODUCTION EQUIPMENT



3.9 OVEN - MICROWAVE

- a) Place a crockery or paper cup of water inside the oven, set timer for 2 to 3 minutes and allow the water to boil.
- b) Remove the cup and wipe away the moisture from interior surfaces with a clean, dry cloth or paper towel.
- c) Remove the cooking tray and wash in a hot detergent solution.
- d) Rinse in clean water and wipe dry.

- e) Return tray to oven.
- f) Clean exterior of oven with detergent solution.
- g) Wipe dry with clean cloth.

SECTION 3
PRODUCTION EQUIPMENT



3.10 SALAMANDER

- a) Remove rack and wash in detergent solution. Use oven cleaner if heavily soiled. Rinse with hot water and wipe dry.

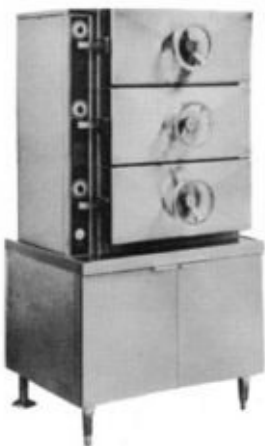
- b) Wipe crumbs and spills from inside of salamander. Wash with detergent solution. Use oven cleaner if heavily soiled. Rinse with hot water and wipe dry.

- c) Replace rack.

- d) Wipe exterior surfaces with detergent solution or non-abrasive paste (*do not use steel wool*). Rinse with hot water and wipe dry.

SECTION 3 PRODUCTION EQUIPMENT

3 .11 STEAMER – PRESSURE



AND ATMOSPHERIC

a) Remove cooking baskets and wash in hot detergent solution;

rinse with hot water and wipe dry.

b) Remove racks and wash in hot detergent solution; rinse with hot water and wipe dry.

- c) Clean enterer or with cloth and detergent solution. Use brush to clean rack supports and crevices. Use a blunt scraper if necessary.(Do not use paste cleaner or steel wool). Rinse with clean hot water and wipe dry.

- d) Remove food strainer. wash in hot detergent solution, rinse, wipe dry and replace.

- e) Check that steam trap is clean.

- f) Wipe exterior surfaces and fittings with hot, wet cloth; use a non-abrasive paste if necessary; wipe dry. Wipe over metal surface with cooking oil to prevent rust.

- g) Replace racks and baskets, leave door ajar to permit air circulation and to prevent rubber sealing gaskets from adhering to the door when the steamer is not in use.

SECTION 3 PRODUCTION EQUIPMENT



3.11.1 Well - Type Steamer

- a) Turn off water supply tank and empty.
- b) Remove all food scraps and sediment and wash tank.
- c) Clean sediment from immersion heaters.
- d) Turn on water supply and refill tank to correct level.
- e) Check operation of ball-float valve.

SECTION 3 PRODUCTION EQUIPMENT



3.12

STOCKPOT/BOILING POT

3.12.1 Interior

- a) Drain off or empty contents of the pot.

- b) Rinse with lukewarm water if milk, porridge or egg mixtures have been prepared.
- c) Remove hardened food deposits with a plastic or wooden scraper or use non-abrasive paste.
- d) Wash with a hot detergent solution.
- e) Dismantle the drain-tap and clean all parts thoroughly with hot water and neutral detergent.

Note:

Care should be taken to prevent damage to tapered surfaces; clean only with a nylon brush. Wire brushes or metal rods will damage the seat and cause the tap to leak.

- f) Thoroughly rinse pot and tap assembly with hot water to remove all traces of detergent, paste etc.
- g) Apply cooking oil to tapered surfaces of drain-tap before reassembly to prevent sticking.

3.12.2 Exterior

- a) Clean all surfaces with detergent solution; wipe dry with clean cloth.
- b) Leave lids ajar and taps open to permit air circulation and prevent moisture collection

SECTION 4

PREPARATION EQUIPMENT

SECTION 4 PREPARATION EQUIPMENT



4.1 BUTCHER'S BLOCK

- a) Sprinkle the surface of the block with chlorinated cleanser powder before brushing or scraping, to aid in removal of imbedded soils and to freshen the block.
- b) Brush all loose particles from the surface.
- c) Wet the surface with warm water; do not soak.

- d) Scrub with a stiff-bristled brush, dipped frequently in warm water until all powder is dissolved.
- e) Rinse with clean warm water and leave to air dry.



4.2 BOWL CUTTER/FOOD CHOPPER

- a) Disconnect electrical power.
- b) Clean the blades with care. Leave the guard in place until the rest of the machine is cleaned, then remove guard only long enough to clean it and the blade. Use a brush with a long handle or a thick, wadded, clean cloth.
- c) Disassemble unit and rinse parts with tap water to remove loose particles.
- d) wash removable parts in hot detergent solution; rinse thoroughly with clean water to remove all traces of detergent.
- e) Rinse all parts in an approved sanitising agent.
- f) Clean all fixed components with hot detergent solution. Wipe over with hot water and an approved sanitising agent.

SECTION 4 PREPARATION EQUIPMENT



4.3 SCALES- COUNTER

- a) Remove scoop or pan and removable parts and place in pot-wash sink; wash in hot detergent solution.
- b) Rinse with clean water and leave to dry.
- c) Clean all fixed parts with hot detergent solution.
- d) Rinse and wipe dry.
- e) Reassemble scales.



4.4 SCALES - PLATFORM

- a) Remove stainless steel platform cover.
- b) Brush loose food particles from all surfaces of scales.
- c) Wipe all surfaces of scales with a hot neutral detergent solution.

- d) Wipe with a clean, damp cloth soaked in a solution of an approved sanitising agent.
- e) Dry carefully with a soft, dry cloth.
- f) Brush-wash stainless steel platform cover in pot-wash sink in hot detergent solution; rinse in hot water.
- g) Dry carefully with a soft, dry cloth.
- h) Replace platform cover.
- i) Clean surrounding floor areas.
- j) Reassemble scales.

SECTION 4 PREPARATION EQUIPMENT

4.5 FOOD MIXER



- a) Disconnect electrical power by switching off at isolating switch on wall.
- b) Remove bowl, agitator and attachments and wash in hot detergent solution.
- c) Rinse with clean, hot water, shake to remove excess water and leave to air dry.
- d) Wipe over with an approved sanitising agent.

- e) Dry outside of unit with a soft dry cloth.



4.6 MINCING MACHINE/ATTACHMENTS

- a) Disconnect electrical power to unit by switching off at isolating switch on wall.
- b) Dismantle mincer/attachments as per manufacturer's instructions.
- c) Wash removable parts in hot detergent solution.
- d) Rinse with hot water and leave to air dry.
- e) Wipe over exterior of machine with detergent solution and wipe dry.
- f) Reassemble parts and check for correct operation.

Parts of a mincer

PREPARATION EQUIPMENT



4.7 POTATO PEELER

- a) Disconnect electrical power.
- b) Remove lid, abrasive discs and perforated strainer. Flush with cold water. Clean the peel traps.
- c) Wash all removable parts in pot-wash sink in hot detergent solution.
- d) Using this same solution and a long-handle brush, wash inside and outside surfaces of the unit. Rinse all parts and unit with hot water.
- e) Rinse all parts with an approved sanitising agent.
- f) Reassemble and leave to air dry.

SECTION 4 PREPARATION EQUIPMENT



4.8 SLICING MACHINE - AUTOMAIC

- a) Disconnect electrical power and clean the surface of the machine daily.

Note:

Make sure the knife-guards are in place and the slice-adjusting knob is turned clockwise as far as it will go when performing this operation. A lift-lever with a pivoting foot is used to support the slicer while cleaning. Raise the lift-lever past centre to its forward position.

With the lift-lever in this raised locked position, the foot will rest on the

table or other slicer resting surface. Pull lift-lever back to its retracted position after cleaning.

- b) Wipe-off large scraps of meat particles.
- c) Wipe the entire outside of slicer with hot detergent solution, being sure to carefully wipe the gauge plate.
- d) Remove front and back guards.
- e) Carefully wash the front and rear of the knife with cloth that has been dipped in the detergent solution.
- f) Wash the front and back guards.
- g) Rinsing and sanitising can be done by going over all cleaned surfaces with a cloth that has been soaked in a prepared sanitising solution and wrung out enough so that the solution does not run over the machine but still leaves it wet.
- h) Reassemble the back knife guard, then the front knife guard.
- i) Leave all surfaces to air dry. Do not wipe.

SECTION 4

PREPARATION EQUIPMENT



4.9 TOASTER - CONVEYOR TYPE

- a) Remove and empty crumb tray.
- b) Wash crumb tray in hot detergent solution.
- c) Rinse tray in clean hot water and leave to air dry.
- d) Wipe exterior surfaces with detergent solution.
- e) Wipe with clean dry cloth.
- f) Move toaster and wipe clean the counter surface underneath.
- g) Replace dry crumb tray.

SECTION 5

FOOD SERVICE EQUIPMENT

EQUIPMENT



5.1 BAIN-MARIE

5.1.1 Daily

- a) Remove all food containers as soon as serving is completed. (*Place containers where directed by Chef*).
- b) Disconnect electrical power at isolating switch and remove plug.
- c) If wet-well type, drain water wells completely and close valve.
- d) Brush-wash all surfaces with hot detergent solution.
- e) If baked-on deposits are difficult to remove, use a blunt metal scraper.
- f) Rinse thoroughly with clean hot water.
- g) Wipe dry with a clean, dry cloth.
- h) Clean outer surfaces with detergent solution; wipe dry with a clean cloth.

5.1.2 Periodically

De-liming may be necessary if lime scale develops in wet-well Bain Marie.

- a) Fill the well with water and add 6 grams of lime scale remover per litre of water.
- b) Switch on electrical power and allow water to come almost to the boil. Allow the hot solution to remain until all scale has been removed. Heavy lime scale might require light brushing.
- c) Turn off the electricity.
- d) Drain the well
- e) Flush thoroughly with clean hot water. It may be necessary to repeat this several times until all traces of odours have been removed.
- f) Wipe dry with a clean, dry cloth.

SECTION 5 EQUIPMENT

FOOD SERVICE



5.2 DRINK/JUICE DISPENSER

5.2.1 Daily Clean

- a) Wipe all exterior surfaces with a hot detergent solution.

5.2.2 Weekly Clean

Choose a time when the dispenser is empty and is about to be refilled.

- a) Fill with clean water and drain.

- b) Fill with an approved sanitising agent.
- c) Circulate solution for a minimum of three minutes. Drain off solution through tap.
- d) Thoroughly rinse by circulating clear water for a minimum of three minutes.
- e) Rinse faucet by draining clear water through it.



5.3 MULTI POT/URN - ELECTRIC HOTWATER/COFFEE

- a) Disconnect electrical power.
- b) Empty contents.
- c) Remove infusers, lids and removable taps; wash in hot detergent solution, rinse and leave to air dry.
- d) Wipe inside of multiport / urn with approved sanitising agent.
- e) Rinse inside of multiport / urn thoroughly with clean water and leave to air dry.
- f) Wipe exterior surfaces with detergent solution and wipe dry.
- g) Reassemble infusers, taps, lids etc.
- h) To remove accumulated scale, use a recommended descaling compound and soak overnight.



5.4 TRAY SERVICE SLIDE

5.4.1 Daily

- a) Remove all trays, utensils etc. from slide.
- b) Brush off all loose food particles.
- c) Wash tray-slide top, support legs and shelves with detergent solution and wipe dry. Do not use harsh abrasives or steel

Note:

Be careful when cleaning tray slide fitted with power points. Isolate power whenever possible. Do not use hose or spray.

5.4.2 Twice weekly

Follow above procedure, and then wipe all surfaces with an approved sanitising agent.

SECTION 5 EQUIPMENT

FOOD SERVICE



5.5 TRAY SERVICE BELT

5.5.1 Daily Clean

- a) Remove all trays, racks, etc. from the conveyor belt. Brush off all loose food particles.
- b) Wash exposed belt surfaces with warm detergent solution.
- c) Rotate belt to expose the part of the conveyor belt which was underneath during cleaning of the previously exposed portion, and repeat
- d) Do not attempt to clean belt while it is in motion. Do not use hot water.
- e) Do not use scouring pads or anything that may scratch surface of belt.

5.5.2 Twice Weekly

Follow above procedures. Then wipe over entire belt with an approved sanitising agent.

5.6 TROLLEYS - GENERAL PURPOSE, TRAY AND MOBILE RACK



- a) Remove all pans and trays from trolleys/racks, wash in hot detergent solution, rinse and wipe dry.
- b) Wash all surfaces of trolley (including wheels) with hot detergent solution (use brush for crevices and cornices), rinse and wipe dry.
- c) Check wheels for smooth operation remove obstructions or arrange for maintenance attention if required.

SECTION 6

UTENSIL DISH WASHING EQUIPMENT

SECTION 6 EQUIPMENT

UTENSIL DISH WASHING

6.1 FLITE CONVEYOR / RACK CONVEYOR DISHWASHER

- a) Disconnect electrical power.
- b) Remove all strainers (including pump intake strainer), and wash in detergent solution.
- c) Remove stand-pipe or open drain valve to empty tanks.
- d) Remove all curtains; wash in detergent solution, rinse and leave to dry.
- e) Check wash jets and remove any foreign matter. Remove wash arm assemblies weekly and clean thoroughly.
- f) Rinse inside of machine, entry and exit benches and conveyor belt on Elite-type machines with hand-held spray.
- g) Clean outside of machine with detergent solution and wipe dry.
- h) Leave doors open to allow machine to air dry.

Note: Do not hose exterior of machine or use steel wool or harsh abrasives.

6.2 POT / UTENSIL WASHER - SINGLE RACK OR BASKET DISHWASHER

- a) Disconnect electrical power.
- b) Open door, remove overflow pipe and allow Tank Lo empty.
- c) Remove tank screens and refuse baskets and wash in detergent solution. Rinse in hot water and leave to dry.
- d) Wash inside of unit with detergent solution and rinse.
Remove pump strainer and wash.
- e) Remove, wash and rinse arms. Check and clean nozzles if required.
- f) Replace arms, baskets and overflow pipe.
- g) Clean outside of machine with detergent solution and wipe dry.
- h) Leave door open to allow machine to air dry.

Note:

Do not hose exterior of machine or use steel wool or harsh abrasives.



6.3

WASTE DISPOSAL UNIT

- a) Disconnect electrical power.
- b) Wash benching and drain boards with detergent solution; rinse with hot water and wipe dry.
- c) Flush inside of unit with detergent solution, scrub with a stiff brush and rinse with hot water.
- d) Turn on power and run disposer to completely flush interior.
- e) Wipe exterior surfaces with detergent solution and wipe dry.
DO NOT Use solvents or other drain-cleaning chemicals in the disposer.
- f) Reach inside disposer whilst it is operating or whilst power is switched on.

View of a waste disposal unit under the

SECTION 7

CARE AND HANDLING OF UTENSILS

7.1 ALUMINIUM

- a) Handle utensils carefully to maintain their original shape.

Remember that aluminium is a soft metal which can easily be misshapen by rough handling.

- b) Wash in detergent solution, rinse, and dry thoroughly. Avoid using cleaners with soda content.

- c) Do not use steel wool or metal mesh as these will damage the surface. Grey deposit may be removed from vessels by cooking in waste fruit or vegetables with an acid content.

7.2 STAINLESS STEEL

Stainless steel adds an image of elegance and sophistication to any kitchen, and the beauty of that is how easy it is to keep clean. Here is what to do and what not to do when cleaning your stainless steel appliances so that they will keep their lustre and shine

- a) Always start by cleaning with warm water and a cloth, or a microfiber cloth first.

- b) Do not allow salt, or foods containing salt, to remain in contact with stainless steel as it will pit the surface. Always wash food residue from utensils after each use.

- c) Avoid heating over 260°C, as discolouration (heat tint) and distortion of shape will result. Avoid concentrating heat on a small area and never

overheat empty utensils.

d) Note that “heat tint” detracts from appearance only and can be removed by scouring with a sponge, soft cloth, and mild abrasive. Always rub in the direction of the polish lines on the stainless steel to preserve the original finish.

e) Never use steel scrapers or steel wool as tiny particles of steel can become embedded in the surface of the stainless steel, and, upon rusting, cause unsightly stains. If scraping is necessary, use only stainless steel, wood, plastic or rubber tools.

f) Wipe in the direction of the grain to avoid leaving streaks.

g) Always towel dry after cleaning to prevent water spotting.

SECTION 7 HANDLING OF UTENSILS

CARE AND

7.2.1 STAINLESS STEEL

Note

a) Never use steel wool or steel brushes. They will scratch the surface of your stainless steel and make it more susceptible to rusting and staining.

b) Abrasive cleaners will scratch the surface and should always be avoided.

c) Bleach will stain and damage stainless steel, do not use cleaning sprays or solutions that contain bleach.

d) Dirty water and cleaning solutions can leave a residue that can stain and damage the surface, so don't forget to rinse and dry.

7.3 CHROMIUM

- a) Avoid scratching chromium plating with harsh abrasives or sharp implements.
- b) Do not leave chromium in contact with rusting iron or stains and corrosion will occur.
- c) Avoid direct flame or overheating which may discolour and flake off the plating.
- d) Clean by polishing with a soft cloth using polish if required.
- e) When necessary, wash with hot detergent solution, rinse clean and wipe dry to remove smear marks and water spots.

7.4 NICKEL

- a) Use and clean nickel-plated utensils as outlined for chromium.

7.5 SILVER

- a) Remember that solid silver or silver-plated surfaces are softer and more costly than the plated surfaces described above and more easily damaged.
- b) Wash in detergent solution, rinse, clean and polish with a soft clean cloth (using polish if required).

7.6 TIN

- a) Avoid scratching the surface of this soft metal with sharp implements or harsh abrasives.
- b) Inspect tin-coated containers at least once a week for signs of wear or damage to the coating, and report promptly if attention is required.

7.7 GLAZE

Included in this heading are crockery and tableware, glass utensils, Pyrex dishes and vitreous, enamel-coated metal utensils

- a) Always handle glass and glazed utensils carefully to avoid chipping or other damage.
- b) Never overheat or heat unevenly as this will cause damage.
- c) Wash in hot detergent solution, rinse with clean hot water and wipe dry.
- d) Inspect utensils after washing and reject damaged items for

replacement.

7.8 PLASTIC

- a) Handle carefully to avoid breakages. Treat generally as outlined for glazed utensils.
- b) Clean with soft cloth or blunt scraper as necessary.
- c) Wash clean with hot detergent solution but avoid immersion in hot water unless it is specified by the maker as permissible. Some plastics will withstand immersion, while others become distorted or collapse when heated.

SECTION 7 HANDLING OF UTENSILS

CARE AND

7.9 RUBBER

- a) Wipe clean of any spillage promptly, as rubber is affected by oil and food acids.
- b) Wash clean with hot water, and wipe dry.
- c) Do not expose to direct sunlight or heat for long periods of time as these can cause rapid deterioration of the rubber.

7.10 WOOD

- a) Do not immerse wooden utensils or wooden parts of utensils in water for more than a minute, as water absorbed will swell and crack wood.
- b) Keep chopping board as dry as possible, washing and wiping dry promptly after each use.
- c) Boards should be stored in a vertical position and allowed to air dry.

7.11 IRON

- a) If uncoated (e.g. frying pan) keep the surface greased with edible fat to prevent rust.
- b) Avoid scratching the surface with harsh abrasives or sharp implements.
- c) Wash with hot water, wipe thoroughly and grease surface to prevent corrosion.

7.12 BRASS

- a) Remember that brass is brittle, and utensils (e.g. spoons and forks) should be handled carefully to avoid damage.
- b) Clean as outlined for the plated surfaces. Since it will tarnish rapidly, it is usually plated with silver, chromium or nickel to provide a non-toxic surface which can be readily cleaned

7.13 COPPER

- a) Handle copper utensils (e.g. serving and cooking vessels) with care to prevent damage.

- b) Do not scrape with sharp implements, and avoid excessive pressure which may bend or puncture the metal.

- c) Note that as copper will tarnish readily, producing verdigris (a toxic poison) on contact with food acids. It is coated with a layer of tin or plating (chromium or nickel) to protect it. Take care to avoid damage to this coating. Check it by inspection at least once a week, and have exposed copper surfaces recoated promptly.

SECTION 8

STORAGE FACILITIES

SECTION 8 STORAGE FACILITIES



8.1 COOL ROOM/FREEZER - WALK-IN

8.1.1 Daily Clean

a) Wipe up spilled liquids immediately so that they do not make cleaning more difficult and create unnecessary hazards.

b) Pick up scraps and particles and spray the floor with an approved sanitising agent.

Note:

Do not damp-mop freezer floors. Weekly (Freezers Monthly)

8.1.2 Weekly

a) Remove contents of the cool room/freezer to protected storage.

b) Whenever possible, disconnect electrical power. This makes the washing and drying process easier and reduces condensation.

c) Apply an approved sanitising agent to all surfaces using a sponge or cloth. Scrub shelves, braces, hooks, walls and floors to remove stubborn stains.

- d) Rinse with clean water.
- e) Wipe up excess moisture with a clean cloth. Allow to air dry.
- f) Return food to the cool room /freezer and adjust temperature controls back to normal setting.

Note:

For heavy-duty cleaning, use a hot detergent solution prior to using an approved sanitising agent.

SECTION 8 STORAGE FACILITIES

8.2 REFRIGERATOR



8.2.1 Interior (weekly or as required)

- a) Transfer all food to cool rooms.
- b) Disconnect electrical power.
- c) Remove interior shelving and loose equipment and place in pot-wash sink.

- d) Wash in hot detergent solution and rinse in clean water.
- e) Wipe over all shelving and equipment with an approved sanitising agent and leave to air dry.
- f) Wash interior with an approved sanitising agent. Give special attention to the floor, corners, doors, openings, gaskets, hinges and latches.
- g) Wipe over all surfaces with clean, dry cloth and leave to air dry.
- h) Replace all shelving carefully in the correct positions.
- i) Switch on electricity supply to unit and check that the refrigerator is functioning correctly.
- j) When the temperature reaches 4°C, carefully return all food to the refrigerator.

8.3.1 Exterior

- a) Daily, wipe all heavily soiled surfaces with a warm detergent solution. Wipe dry with a clean cloth.
- b) Once a month, a vacuum cleaner (with proper attachments) should be used to clean the compressor, condenser coils motor and related areas.

SECTION 8 STORAGE FACILITIES



8.3 STORAGE BIN - DRY FOOD

a.3.1 Weekly

- a) Remove all food from the storage bin.

If the bin can be wet cleaned

- b) Brush or vacuum out all loose food particles.
- c) Wipe with an approved sanitising agent.
- d) Rinse with clean water.
- e) Wipe dry with a soft, clean cloth.
- f) Allow to thoroughly air dry before returning the food to the bin.

If container must be dry cleaned

- a) Scrape off any food articles.
- b) Brush or vacuum out.
- c) Spray lightly with an approved sanitising agent.
- d) Wipe off excess moisture.
- e) Allow to thoroughly air dry before returning the food to the bin.

SECTION 8 STORAGE FACILITIES



8.4 STORE - DRY FOOD

- a) Remove stock from shelves.
- b) Remove shelves and clean walls. Floor and shelves using hot detergent solution; rinse and wipe dry.
- c) Re-assemble shelves and replace stock.
- d) Clean door, windows and insect screens (if fitted).

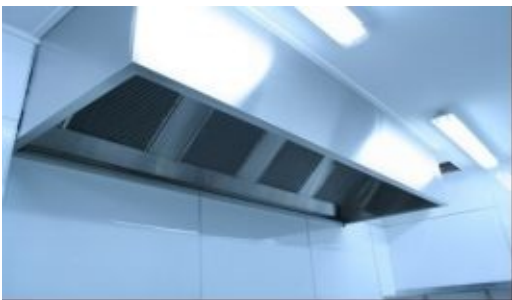
e) If sealed hard floor, wash and dry-buff.

f) Leave doors or windows open to thoroughly air dry.

SECTION 9

MISCELLANEOUS

SECTION 9
MISCELLANEOUS



9.1

HOOD VENTILATOR (Range Hood)

9.1.1 Spray Degreasing

Note:

Equipment beneath hood must be cool enough to permit your hand to touch any part of the top.

P.P.E - Personal Protective Equipment must be used at all times

- a) Remove filters and clean manually or in dishwashing machine.
- b) Spray all inner and outer surfaces with a dissolving detergent.
- c) On heavily soiled areas or where grease is baked-on, clean with a brush until the grease and soil is dissolved and loose.
- d) Clean out drain trough around the lower inside edge of the hood as well as the channels which hold the filters.
- e) Rinse off the soil and solution with clean, hot water. Allow the inside surfaces to air dry, and wipe dry the outside surfaces.
- f) Replace clean filters.

SECTION 9 MISCELLANEOUS



9.2.1 HOOD FILTER

- a) Fill the pot-wash sink approximately 2/3 full with warm water and add grease - dissolving detergent.

- b) Carefully place filters in this solution until the uppermost filter is just below the level of water.

- c) Turn on the steam tap and allow the water to come to the boil.

- d) Adjust the temperature to prevent violent agitation by the steam.

- e) Allow filters to soak for 10-20 minutes, occasionally moving the filters with a wooden probe.

- f) Remove filters from sink and rinse thoroughly with clean hot water.

- g) Allow to air dry.

- h) Replace filters in ventilation hood

