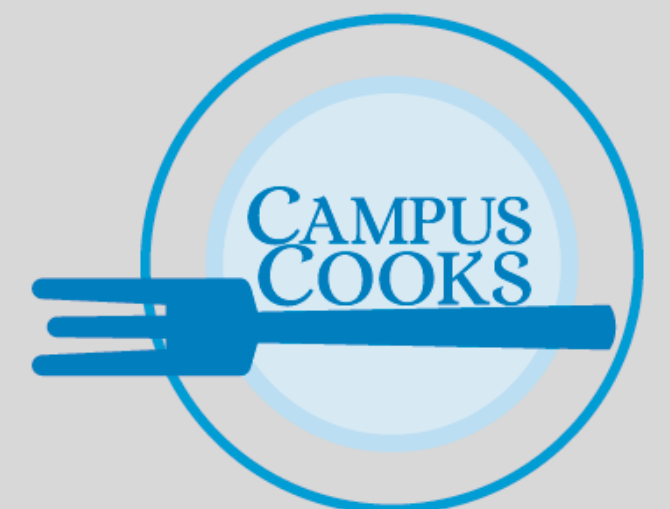




# CAMPUS COOKS

PROPER KITCHEN CLOSING MANUAL



# STEPS FOR PROPER KITCHEN CLOSURE



## PREPARATION

- Training
- Reduce Inventory
- Supplemental Vendor Review
- Staffing review
- Occupancy Consideration
- Kitchen Walk Through
- House Corporation Communication



## DELIVERY

- Checklist
- Perishable Food Donation
- Closing Meeting



## MAINTENANCE

- Equipment Check
- Employee Check-in
- Communicate with Campus and House Leadership

# PREPARATION

MULTI DAY PROCESS TO BEGIN TWO TO THREE WEEKS IN ADVANCE OF CONFIRMED CLOSING DATE.

## TRAINING

- Review by the Chef of standard operating procedures will ensure the kitchen is clean and prepared for an extended break in service. Benefits include an increase in the useful life of equipment, reduction in liability and seamless return to service when the house reopens.







# PREPARATION

## REDUCE INVENTORY

One to two weeks prior to house closure:

- Chef will confirm the menu plan is based upon on current inventory. This process reduces food cost and utilizes perishable foods that would otherwise expire or be slated for donation.
- Organize cleaning schedule to consider inventory levels and equipment in use during the final week of occupancy.



# PREPARATION

## SUPPLEMENTAL VENDOR ARRANGEMENTS

- Communicate closing dates to all vendors and suspend all deliveries. Ensure vendor contact list is up to date. Vendor specific information includes:
  - Linen Companies: Schedule all product for pickup on the last day the kitchen staff is on site.
  - CO2 tanks: (for soda machines): Schedule rentals to be returned on the last day of service and new containers to be delivered prior to the start of the new semester.
  - Knife Sharpening: Suspend knife sharpening service for duration of semester break.





# PREPARATION

## MATERIALS

- **Northern Climate specific:** Order and store ice melt product in advance of closure.
- **Personal Protective Equipment (PPE):** Take inventory and return to par all PPE materials. Recommended par is a one to two week supply of PPE. Note: nitrile glove vendors are currently experiencing a backlog and shortage.







# PREPARATION

## KITCHEN SIGN OFF WALK OFF

**Confirm and communicate with house leadership:**

- **Location of meeting:** will meeting regarding kitchen closure for semester break will be in person or virtual?
- **Donation of Perishable Food:** where will unused perishable food will be donated after final service for the semester/quarter?
- **Construction and repairs during semester break:** Are any major renovation, construction or repair projects scheduled?
- **Confirm** - Yes or No - the following:
  - Turn water off
  - Turn natural gas off in kitchen
  - Suspend garbage services
  - Open cabinet doors that lead to water lines
  - All kitchen specific or service area instructions



# DELIVERY

FOUR TO FIVE DAYS IN ADVANCE OF LAST DAY OF SERVICE; BEGIN MULTI DAY ORGANIZATION AND PRE-CLEANING PROCESS

## OVERVIEW

- **Checklist:** Secure copy of completed checklist to include pictures of service areas and signature of approval by house leadership.
  - Chef or District Manager; confirm if review of complete closing checklist form with a house representative will take place virtually or in person.
  - Perishable Food Donation; confirmation of local organization to receive perishable items
  - Closing Meeting; host with staff, house leadership, District Manager and Account Manager.







## Closing Checklist

18141645004

Reference Number: 20200507-18141645004  
 Form Name: Closing Checklist  
 Submitter Name: [REDACTED]  
 Submission Date: [REDACTED]  
 Location: [REDACTED] [Map](#)

## CLICK HERE TO START

## Info

Please make sure you have your house's representative with you for this form. They will be asked to confirm all is done to their satisfaction at the end of this form by signing the form.

Who is your supervisor? [REDACTED]

What is your supervisor's email address? [REDACTED]

Which account are you at? [REDACTED]

Name of house representative doing the walk-through with you. [REDACTED]

## checklist

Below is a checklist of items that should be complete before you begin this form. You will be asked to take photos right after the checklist, so please make sure the following items are complete.

Dry storage clean and organized?	Yes
Hood and filters clean and polished, including light covers and exterior surfaces?	Yes
Inside and outside of refrigerators clean, including gaskets?	Yes
Inside and outside of freezer(s) clean, including gaskets?	Yes
Stove top, grill, flat top clean, including drip trays?	Yes
Ovens, including interior and exterior of doors clean?	Yes
Do you have a deep fryer?	Yes
Cleaned and wrapped dishes and tableware?	Yes

All prep area tables/countertops clean?	Yes
Trash cans empty and cleaned/sanitized inside and outside?	Yes
Clean dishwashing area, de-limed machine, empty food filters, clean area?	Yes
Clean and unplug beverage machines (including soda nozzles)?	Yes
Is the serving area clean, including the salad bar and steam table?	Yes
Removed all food from student refrigerator(s), cleaned inside and outside?	Yes
Any additional info concerning the closing of this kitchen?	No

## Photos

Please take one full photo of your kitchen



Hood and filter Photos (max 2)



Clean stove, grill, and flat top picture. (include drip trays) (max 3)







In/out of freezer(s) pictures, including gaskets. (max 3)



Clean trash cans picture. (max 3)



Cleaned and wrapped dishes and silverware pictures. (max 3)

Clean oven and doors pictures. (max 4)



Please take photos of your deep fryer, inside, outside, and inside the controls area. (max 3)



Clean serving and prep area pictures (max 5)



In/out of refrigerator(s) pictures, including gaskets. (max 3)



Dry Storage Photo (max 3)



Clean dish machine (in and out) and area pictures (max 5)





Clean beverage machines and surrounding area pictures? (max 6)



Student refrigerator pictures, inside and outside. (max 3)



Please take one full photo of your dining and/or snack/beverage area (max 3)



Photos of Salad bar and steam tables.



Signatures and info



# MAINTENANCE

## OVERVIEW

- Confirm all projects from closing checklist to be completed during the semester break
- Freezer maintenance; fill a small container with water and freeze. Once solid, place a US quarter dollar coin on frozen surface. The purpose of this practice is to confirm freezer is functioning correctly.
- Frequent equipment checks during the duration of the winter break include temperature checks (internal and external) by the House Director, Property manager or House Corporation board.
- Confirm with Chapter Leadership any potential changes in housing status, meal plan numbers or academic calendar date changes.





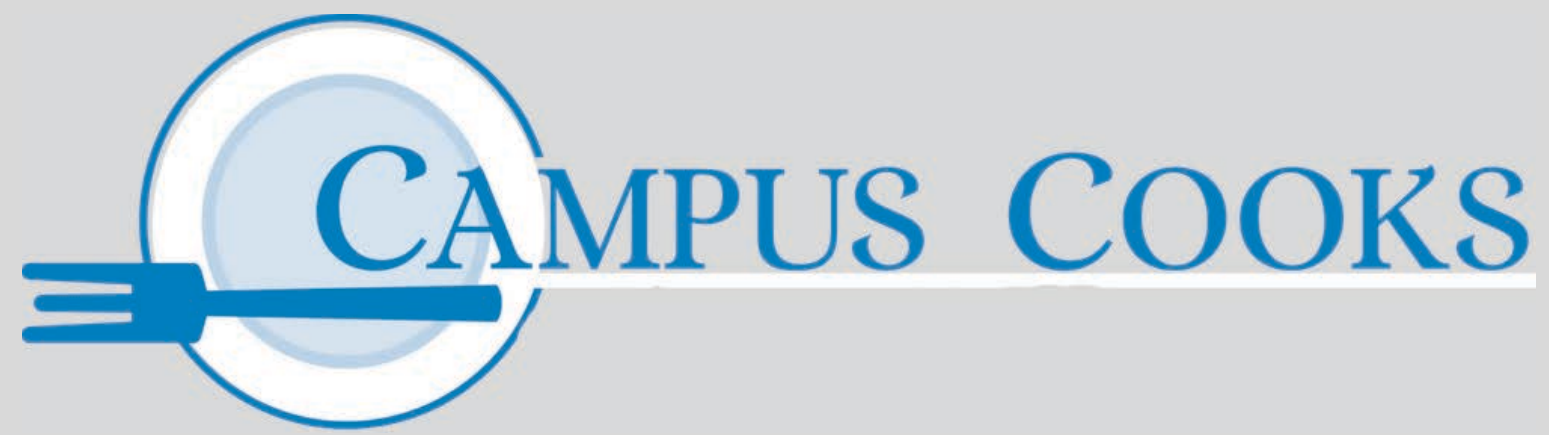


# **CONTROL SUPPORT TRANSPARENCY**

**Via preparation, delivery and maintenance**







**CURIOUS TO  
LEARN MORE?**

**CONTACT US**



**ANDERSON DOLTON**

National Account Manager

T 818-281-5241

[anderson.dolton@campuscooks.com](mailto:anderson.dolton@campuscooks.com)