



MANAGEMENT – CLOSING KITCHEN

Close down

- Closing the store should not be done at the expense of the customer.
- Ensure there is enough Chicken prepped for the next day (9 cut and fillets)
- Where marinating on site, this should be done in the evening to ensure there is enough product ready for the next day. Ensure the product is stored in the main chiller overnight with a secondary shelf life of 48 hours.
- Prepare any sauce bottles/cartridges for the next day.
- Reach out any buns or wraps required for defrosting as required for the next days sales.
- Fully filter the breading station and clean down.
- Clean out any fridge or freezer drawers.
- Clean down the toaster and bagging station.
- Wipe down all shelves and tables in the kitchen. Ensure all table legs and wheels are clean too.
- Remove all pots from the burger station as required, do not disrupt service, or take items off the menu to complete the cleaning.
- Begin to switch off equipment as needed, make sure you have enough product cooked to suit the sales then complete the fire down of equipment one by one.
- Clean out the holding cabinet and grill drawers at the end of the night.
- Turn off all fryers, oven, heated cabinet/drawers, and toaster.
- As required – clean the canopy filters, it is much easier to do this nightly.
- Discard and record any waste from the kitchen including expired products.
- Complete a final wipe around of all stations.
- Brush and mop the floor, when doing this you should pull out all equipment and tables section by section to ensure the kitchen is fully cleaned.
- Reach out any stock that is required.
- Clean the back sink area.
- Place the oven into its wash cycle.
- Ensure all equipment is turned off.
- Secure the back door and any fire exits and leave as a team.

Reporting

- All stock issues have been reported to the manager
- Any damaged/faulty equipment has been isolated and reported to the manager.
- Any Food safety/health and safety issues have been both reported and recorded.
- All waste has been recorded.
- All staff breaks have been recorded for the shift.
- Temperature checks completed on all Chillers/Freezers before leaving.