

KITCHEN CLEANING GUIDELINES AND DELIVERY SCHEDULES

The Division of Food and Nutrition Services will begin making deliveries of cafeteria supplies for the beginning of school on **August 1, 2013**. They also will be installing new computer hardware and software at that time. **Therefore, all summer cleaning of kitchens must be complete prior to that date (delivery schedule attached).**

Cafeteria Refrigeration Checks

Malfunctioning refrigeration equipment is the most frequent causative factor resulting in food spoilage and ultimate loss. Building service staff must check refrigeration equipment daily to ensure that it is operating properly. Malfunctioning equipment should be reported to the Division of Maintenance for immediate repair. Refrigeration also should be checked as soon as possible after a power failure to confirm that it is operating and that stored foods still are in good condition. It also is **imperative** to maintain adequate ventilation in the kitchen to avoid malfunction of the refrigeration compressors.

Cafeteria personnel are encouraged to get food inventories as low as possible at the end of the school year to deter food loss or spoilage. However, even if totally empty, the refrigerated units must continue to operate normally to avoid other problems such as mildew, compressor leaks, or coil damage.

Aside from refrigeration checks, it is important to continue an effective insect and rodent control program in all parts of the kitchen and adjacent areas.