

HIDEAWAY PIZZA.

Sand Room Closing Procedures

Any piece of equipment works better and will last longer when maintained properly. All equipment should be cleaned as often as possible during the workday and thoroughly cleaned at the end of the day. Take pride in the appearance of your workstation. Proper cleaning will extend the life of equipment and will help insure a safe and sanitized food preparation area.

Refrigerated Reach-ins (Make tables) Pan change out/Flip pans

- Changing out pans consists of pulling out the holding pans and rotating the contents into clean holding pans (**At the earliest – flip pans one hour before closing**).
- Remove top cover lids and send to the dish room.
- Before flipping/changing out pans, stock make tables with product.
- Clean the inside of the upper holding area with a bench knife to remove ice and food particles. Then wipe clean with sanitizer and a clean cloth. Make sure all interior parts are cleaned (vent covers, metal pan dividers, etc.).
- Insert clean holding pans back into their original locations.
- At closing:
 - Stock make tables, keep veggies below to avoid freezing.
 - Cover all food with plastic wrap and shut make table lids.
 - Clean bottom shelf inside make table and wipe down metal shelving racks.
 - Clean all exterior walls, doors, and door gaskets, table edges, and handles.
 - Make sure all make tables are plugged in and running at least at 40° F.

Fryer – Filtering Instructions

Be extremely careful when handling hot oil. Oil is filtered twice a day, after lunch and at closing. **Note: Oil replacement should be done at least once a week. A good rule to go by is to change oil on Sunday evenings after close.**

- **Turn off the fryer!**
- Sprinkle 1 cup of filter powder on top of filter paper.

- Position filter pan under fryer drainage valve and install a pipe extension on the end of the drainage valve.
- Drain directly from the fryer into the filter pan.
- Place the filter hose nozzle into the filter, turn on the filtering machine and flush the remaining food particles from the fry-pot into the filter pan. Use push rod if pipe gets clogged up with food. **Be careful!**
- With the filter nozzle in the fryer, pump the filtered oil back into the fryer. Make sure the fryer drain valve is closed.
- After recycling, the oil is filtered and ready to use. Turn fryer on if needed.
- Add oil as needed to bring to the “full” marking.
- **Warning: Use care when draining, filtering, and dumping oil, pay attention, hot oil can be dangerous.**
- Remove and wash thoroughly all “loose” parts i.e. basket, hanger, crumb screen through dish machine.
- Wipe clean all exterior & interior accessible surfaces & parts of the filter machine and fryer, including the sides of the fryers.
- **Boil out every week, check with Manager for appropriate day and instructions (Usually Sunday nights).**

Microwaves

- Clean interior walls and exterior surfaces and sanitize.
- Clean microwave dish and sanitize.
- For easier cleaning, heat a cup of water for 2 mins, leave door closed and allow it to sit for a couple more minutes before cleaning the microwave. This will loosen all food particles inside.

Electric Crock pot

- Turn off crock pot.
- Throw out product if the sauce is burnt, otherwise store and reheat.
- Send insert to the dish room for cleaning.
- Unplug Crock pot.
- Clean and sanitize all food contact surfaces and wall behind and under crock pot.

Steam Table (if applicable)

- Turn off steam table.
- Throw out product if the sauce is burnt, otherwise store and reheat.
- Empty water bays and take to dish room, if applicable.
- Clean food contact surfaces with cleaning solution and sanitize.

Exhaust System

- Turn off overhead exhaust systems at closing.

Steam Kettle

- Drain sauce from the kettle, use a spatula to ensure there is no waste.
- Add ice to hot kettle, this helps cool it down faster and adds water for cleaning.
- Dump the water and sauce soup out.
- Flush again with water.
- With a clean cloth and a bottle of sanitizer, sanitize all interior and exterior surfaces

Sand Room Oven

- Turn off oven.
- Be careful! The outside of the oven is hot!
- Clean all surfaces with a sanitizer and a clean cloth.

Can Opener

- Remove opener by lifting on the handle.
- Soak the opener in hot water and cleaning solution.
- Scrub all parts, particularly the blade, handle, and base.
- Rinse with clean water and air dry.
- Lubricate as needed.
- Wipe the base of the opener.

Mushroom Breader

- The mushroom breader drum, the inside blade and cylinder, and the end caps will all need to be soaked in hot water before sending it to the dish area. These parts will be caked with batter and flour. The drum is the large piece all other pieces attach to or are inside of.
- Motor casing should be wiped down daily. Spray sanitizer on a towel, then wipe it down. Never spray any liquid directly onto the motor casing.
- Wipe down rubber wheels.

Additional Closing Requirements

- Wash, rinse, and sanitize fixed food surfaces. Clean tables with a sanitized cloth.
- Remove food and soil from around and under all equipment.
- Move tables from the walls and sweep entire Sand Room floor.
- Use scrub brushes for extra soiled areas (baseboards). Mop entire area with soap and again with a wet (no soap) mop.
- You can use a scrub brush and soapy water. Squeegee it to a drain and mop with hot water.

- Return all brooms, mops, dust pans, mop buckets, cleaning supplies, etc. to their proper locations. **Rinse out mops and mop buckets thoroughly** with hot water, they must stay clean.
- Clean and sanitize hand sinks.
- Retrieve clean Sand Room dishes from the dish room.
- Take out trash and reline trash containers.
- Pour warm bleach water every night in all kitchen drains.
- Refer to/Use Sand Room closing checklist to ensure all tasks are complete.
- Before leaving, always check out with a Kitchen Manager or Manager.