

## ***Guidelines for Catering or Cooking in the Kitchen***

*Our kitchen has a 5 rating from Environmental Health*

If you are preparing, and / or cooking food for which there is a charge, or the food is included in a ticket price, please be aware of the following -

- **All** those preparing the food **must** have Food Hygiene Certificates
- **All** the food **must** be prepared and cooked in our approved kitchen, not in a private kitchen, **unless** that has been inspected by Environmental Health
- Please bring your own dishcloths, tea towels and cleaning cloths
- There is disinfectant surface cleaner in the kitchen – please wipe all surfaces before you start
- Chopping boards are in the cupboard to the right of the fridge
- The dishwasher / steriliser needs turning on at the wall **and** the green button on the front, **at least 40 minutes** before it is needed
- Please use the dishwasher for everything, *except the cutlery* – and **closely follow the instructions on the wall**

### **Before you leave – Please -**

- wipe **all** the kitchen work surfaces
- close the kitchen hatch
- thoroughly wipe over the cooker's ceramic hob
- if you have used one, or both ovens, **please** – wipe them out
- empty and drain the dishwasher and turn it **off** at the wall
- leave the cooker turned **on** at the wall
- ensure the extractor fans are **off**
- leave the refrigerator and freezer turned **on**
- empty both kettles, and the urn, and ensure they are turned off at the sockets, and / or unplugged
- empty all bins, and replace black bin bag ready for next hirer – these can be found under the sink
- sweep and mop the kitchen floor – cleaning equipment can be found in the cupboard beside the disabled toilet

***Thank you***