Evening Kitchen Aide

Buddy Orientation Checklist

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| --- | --- | --- | --- |
| Job Duties | Date | Trainer Initials | Buddy Initials |
| Show and explain communication book |  |  |  |
| Show resident meal sign out sheet |  |  |  |
| SWPP for making coffee and tea |  |  |  |
| Show and explain coffee/tea lists, as well as table seating lists |  |  |  |
| Soup service- SWPP for using cart, repetitive tasks.   * Explain procedure and serving rotation |  |  |  |
| Clearing tables procedure |  |  |  |
| SWPP for washing dishes, including discussing proper PPE.   * Sorting and soaking dishes procedure (cleaner) * Filling dish trays * Using the dishwasher |  |  |  |
| Washing tables procedure   * Cleaner * PPE (cleaner fast tags) |  |  |  |
| Recording dishwasher temperature procedure |  |  |  |
| SWPP for cleaning the dishwasher |  |  |  |
| SWPP for washing steam table and inserts   * Cleaner * PPE |  |  |  |
| Check in procedure |  |  |  |
| Working Alone SWPP |  |  |  |
| Responding to Resident Emergency call procedure |  |  |  |
| Go over Fire Warden responsibilities and schedule |  |  |  |
| Snack preparation and service |  |  |  |
| Snack clean up procedures |  |  |  |
| Evening daily clean up duties (Insert Times and site specific duties such as)   * Wash all metal areas * Wipe down shelves * Wipe down utility carts * Wipe fridge and freezer doors inside and out. * Wash microwave inside and out. * Wash window ledges * Wipe down stove burners |  |  |  |
| Evening daily clean up duties (Insert Times and site specific duties such as)   * Wash all counters and sinks * Wash kitchen floors, storage room floors and walk-in fridge floors (pull out carts to clean) * Break down boxes and put in recycling * Throw out garbage and clean bins inside and out * Sanitize and soak kitchen cloths * Clean coffee station * Restock containers * Check tables ensure that the tables are clean |  |  |  |
| Go over Weekly Cleaning Schedule |  |  |  |
| Go over Monthly Cleaning Schedule |  |  |  |
| Go over MSDS sheets with chemicals used, point out PPE requirement component. |  |  |  |
| First Aid Procedures |  |  |  |
| Go over Job Hazard Assessment |  |  |  |
| Go over SWPP for kitchen and dining room |  |  |  |
| Hazard Reporting process |  |  |  |
| Incident Reporting process |  |  |  |