Evening Kitchen Aide

Buddy Orientation Checklist

|  |  |  |  |
| --- | --- | --- | --- |
| 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 |  |  |  |