

## Little Trinity Ltd

### Procedure for Preparing Food

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#### **ALL STAFF MUST:**

Tie back long hair & Wash hands

Put on Apron

#### **Morning snack**

- Wipe work surfaces, tables with hot soapy water solution
- Make up drinks – milk or juice (for numbers see notice board)
- Make toast, butter toast on large plates, cut into portions onto small plates for the children.
- When finished, wash up cups, crockery, cutlery, jugs etc, rinse and leave to dry.
- Work surfaces; toaster and tables to be wiped with hot soapy water solution.
- All dirty aprons, bibs, cloths etc, into laundry bin for washing.

#### **Lunch**

- Wipe work surfaces, tables with hot soapy water solution.
- Prepare children's packed lunches.
- Ensure that any food that is to be reheated has been heated to the correct temperature.
- When cooked lunches arrive, serve onto plates, cut into manageable sizes. Serve food with appropriate cutlery.
- Make up drinks (where applicable)
- Put aprons/bibs on children
- When children have finished eating, clear tables and wipe with hot soapy water solution.
- Rinse crockery, cutlery, cups etc, and put into dishwasher.
- Sweep and mop floor (as appropriate)
- All dirty aprons, bibs, cloths etc put into laundry bin for washing.
- When dry, plates etc to be put away.

#### **Afternoon Snack/Tea**

- Wipe tables, work surfaces, highchairs with hot soapy water solution.
- Make up drinks (where applicable)
- Serve biscuits/fruit/tea on plates
- When finished, cups and plates etc to be put in dishwasher. If dried with tea towel, ensure it is clean and dry.
- Check fridge and shelves, any leftover food except food that has been previously reheated, to be put away in children's bags. Bags then put by coat pegs
- Put all aprons, bibs etc into the laundry bin for washing.
- Tidy kitchen, wipe tables, chairs and work surfaces with hot soapy water solution.
- Empty bin and wipe down. Sweep and mop floor.(as appropriate)

