

End of Function Checklist

Function _____

Date _____

- _____ 1. All preparation equipment cleaned and sanitized.
- _____ 2. All dirty pots, pans and bowls cleaned and sanitized and returned to **Appropriate Areas**.
- _____ 3. All dirty dishes, glassware and silverware washed and returned to **Appropriate Areas**.
- _____ 4. All sinks cleaned and scoured.
- _____ 5. Dishwasher turned off and **drained**. Interior sprayed.
- _____ 6. All soiled linen, dish towels, tablecloths, etc. (if used) taken home, laundered, dried and folded. Return cleaned linen to where taken from.
- _____ 7. All tables, refrigerators, ice machine, counters and **Buffet Counter** cleaned and sanitized. All salt, pepper and sugar containers wiped down and refilled and returned to **Appropriate Area**.
- _____ 8. **DO NOT THROW LIQUIDS IN TRASH BAGS. POUR THEM INTO BROWN CONTAINERS PROVIDED.** Deacon assigned for the month will tie garbage bags up and bring them out to the dumpster and put new clean bag in all garbage cans used.
- _____ 9. All leftover food removed from kitchen. **(NO FOOD SHOULD EVER BE LEFT BEHIND IN REFRIGERATOR OR ON COUNTERS. TAG WITH NAME IF BEING HELD FOR PURPOSE (ANYTHING LEFT WILL BE DISCARDED))**
- _____ 10. Mop any spills on Kitchen or Fellowship Hall floors. Sweep Kitchen floor.
- _____ 11. Be sure you are not accidentally taking any Church property. For example, plastic containers, etc.
- _____ 12. **ALL ITEMS ARE TO BE PLACED BACK FROM WHERE THEY WERE TAKEN. Be sure pantry is straightened up and items are returned to where they belong. Items taken from the Storage areas should be returned to their original location.**
- _____ 13. All cooking equipment turned off and cleaned (stove tops, ovens and convection oven, coffee pots, beverage containers).
- _____ 14. Cook/Range light and fan turned off.
- _____ 15. Wipe down areas in the Kitchen and Fellowship Hall even if not used during the Event.

COMPLETED AND SIGNED FORM SHOULD BE GIVEN TO SEASONAL COORDINATOR

Signature of Person(s) in Charge:

Team Facilitator

Quarterly Coordinator

09/07/2025