

Historic church building

**Kitchen Clean-Up**

**Community Pantry Kitchen Clean-Up Role Description**

**‘*’The team with a clean theme’’*   
05/02/2025**

This volunteer position is required each Thursday after the serving of refreshments is complete and the kitchen is vacated by the chef/food supervisor and assistant.

The pantry kitchen clean-up rolecomprises part of the total hall clean up roles undertaken by a team starting work at 1pm.

It is suggested that your own lunch or refreshments are consumed before 1pm.

We aim to complete clean up by 3pm.

**Essential: -**

* Ability to work alone and as a team member
* Have your current food handling certificate

**Tasks; -**

* Remove any left-over food from hall servery and either dispose of or store in freezer and label appropriately.
* Fridge, check contents appropriately stored and labelled.
* Priority is cleaning the dishes and cooking equipment used during the morning for serving the public.
* Washing-up, have knowledge of our policies for the cleaning of kitchen utensils and equipment. e.g all plates cups, cutlery to be cleaned in the dishwasher.
* Prior to using the dishwasher check the filters.
* Do not place coffee plunger filters in the dishwasher, rinse by hand.
* When loading the dishwasher check the instructions notice above the dishwasher, check the spinner turns freely

(If time does not permit unloading then second or third dishwasher loads con be unloaded on Friday by hamper staff.)

* Clear and clean the kitchen benches and oven top with detergent and sanitise if required. Alternatively vinegar or eucalyptus diluted NOT strong - smelling cleaning products.
* Clean and sanitise chopping boards and dry in the sun or with good airflow.
* Clean microwave.
* Wipe down oven top and internal surfaces.

*(The oven along with fans, cupboard shelves and upper surfaces is a task needing other volunteers with appropriate skills and may have to take place during special cleaning days or working bees. )*

*Hall, table tops, chairs, floor, bathroom clean up etc, to be undertaken by other members of the clean-up team. Specifically, the five tasks below:-However as a team you can renegotiate on the spot as to who will complete these tasks according to availability and team member constraints.*

1. *Empty the kitchen bins to red, green and yellow bins as appropriate. Clean the bins*
2. *Sweep and mop kitchen floor or ask for assistance.*
3. *Check that the urn is refilled, turned off and unplugged*
4. *Check that kitchen hot-water heater is turned off.*
5. *Electric kitchen appliances turned off and unplugged, jug, microwave etc*

* Check the kitchen door is locked.
* Collect tea towels, cloths etc for washing, either take them home for washing or ask another person on the team to do so. These items must be washed separately to home laundry.
* Inform your supervisor if cleaning products need purchasing or topping up. Friday is delivery day for these from our supplier..

**Desirable: -**

* Observing and assisting to provide a safe environment for customers and volunteers. This applies to the physical and emotional environment for all.
* Referral to your supervisor if tasks are beyond your comfort level, time allowance or scope of training.
* Refer to your supervisor if this role description requires discussion, i.e. modification as circumstances change. Revisit your initial volunteer agreement and induction process as required.
* Exercise self-care, ask for help if needed.
* Be open to suggested subjects relevant to the ongoing training and personal development and enjoyment of all pantry volunteers   
    
  (All role descriptions are printed and are available at the Pantry in red folder in kitchen filing cabinet if you would like more details or would like to consider other roles. Ask your supervisor for access.).

Pam Skelton, chairperson,

Garden of Eden Community Project sub-committee of Eden Uniting Church.