

Lilliane Brady Village

COOK DUTY GUIDE HR 6d

This duty guide is a list of minimum duties and you may be asked to complete tasks outside of this duty guide by your supervisor. Remember to work cleanly, work efficiently and put things away as you go. Adhere to the Food Safety Program including temperature monitoring, labelling & dating.

6.30 am – 6.40 am	Complete GM26b-Kitchen Operational Checklist Check Menus & Menu selection sheets (put menu selections on hospital whiteboard in kitchen) Check & record temperatures of cool room & freezers
6.40 am – 7.10 am	Prepare and make cooked morning tea (as per menu) (Set timer to ensure removed on time) <i>Note* if not attended to on previous day by kitchen assistant – check pantry/cool room</i> Prepare cooked dessert of the day (Set timer to ensure removed on time) <i>Note* cold desserts must comply with 2,4,6, hour temp rule – if not attended to on previous day by Head cook or kitchen assistant – check cold room</i> Prepare supplements for the day – sustagen etc.
7.10 am – 7.25 am	Prepare and cook, cooked breakfast (Hospital & LBV as per menu) Turn on Bain-Marie, plate stacker on mornings of hot breakfast Put Porridge on (in steam oven) Prepare fruit – sanitise and record fruit when needed (leftover fruit stores in cool room for next day) <i>Note* if not attended to on previous day by kitchen assistant – cool room</i>
7.25 am	Serve and Plate Hospital Breakfast – for delivery to hospital at 7.30am
7.30 am – 8.00 am	Put milk on to heat - 2 x 1L milk in jug - microwave 20 minutes on high Continue with Breakfast preparation
8.00 am – 8.30 am	Serve fruit, cereals and cooked breakfast
8.30 am – 9.25 am	Clean/tidy up cooks' area Prepare lunch – Soup vegetables, main meal, sweets (ensure checking whiteboard for menu selections)
9.25 am	Prepare/plate MT – for delivery to hospital 9.30am & LBV 9.50am (leftover MT to be served at AT)
9.30 am – 10.40am	Continue with Lunch preparation
10.40 am	Staff Morning Tea (20 minutes) – <i>take off apron and hat, wash hands before and after break</i>
11.00am – 11.30am	Continue with lunch preparation (if time available meal prep for hospital menu items to be frozen for future meals – check freezer as to what is running low)
11.30 am	Serve and Plate Hospital Lunch – for delivery to hospital at 11.50am Plate Meals on wheels (Tuesdays, Thursdays & Sundays) – for pick up 11.30am
11.55 am	Take main meal temperature & dessert temperatures and record.
12.00 pm – 1.00 pm	Serve lunch and clean up, including inside Bain-Marie, steam oven, stove oven, stove cook top, trays under gas burners, microwave, cooks sink and benches - DAILY <i>Note* if any pots are burned cook must scrub before it is put through dish washer.</i>
1.00 pm – 1.30 pm	Attend scheduled duties – see scheduled duties list
1.30 pm	Staff Lunch (1/2 hour) – <i>take off apron and hat, wash hands before and after break</i>
2.00 pm	Put deliveries away & attend scheduled duties
2.20 pm	Prepare AT trolley – for delivery to LBV & hospital at 2.30pm
2.30 pm	Tidy cooks' area before end of shift & complete paperwork as required
2.45pm	Meat removed from freezer to thaw for cooking meals for the next days shift – label with removal date & use by date (if not removed day before)
3.00 pm	End of Shift - Leave any communications for next shift on white board

Cook to ensure that the following is attended to as per below schedule

- ❖ **Daily:**
Do operational check list (GM 26b - Kitchen Operational Checklist)
7.00am & 2.30pm check & record temperatures of cool room, freezers (**GM 26c - Cold Storage Temperature Checks**) & main meals (**GM 26e – Daily Meal Temperature Checks**)
Dockets for Bread & Milk to be recorded in order book daily (Tuesday, Thursday & Saturday)
- ❖ **Monday:**
Do ordering of food suppliers through approved suppliers e.g. meat, vegetables, groceries (chemicals 3rd weekly).
1st Monday of Month – Calibration of probe & laser, cool room & freezer every six (6) months
- ❖ **Tuesday:**
Put deliveries away (*checking dockets against order, following up on any discrepancies,*) staple docket and copy of order form in invoice book, wrap cold meat for freezer on day of delivery.
- ❖ **Wednesday:**
Clean & polish under bench under/around clean sink
- ❖ **Thursday:**
Put meat delivery away (*checking dockets against order, following up on any discrepancies,*) staple docket and copy of order form in invoice book, wrap cold meat for freezer on day of delivery.
Put fruit & veg delivery away (*checking dockets against order, following up on any discrepancies,*) staple docket and copy of order form in invoice book.
Clean under benches allocated to cook – where saucepans are kept
Weekly audit **GM26k- Food Handling & Storage Check** to be completed
Fortnightly - clean potato bin
- ❖ **Friday:**
Scrub & polish under cook's prep area.
- ❖ **Saturday:**
Scrub & polish on top of steam oven & inside.
- ❖ **Sunday**
Last Sunday of month **GM26i-Regular Maintenance Checklist** Audit to be completed
Scrub & polish Bain Marie (containers, glass, on top, underneath, inside)

Note clean as you go when cooking/prepping – as you use specific dishes for prep, put them to be washed up; wipe counters and other surfaces clean as you transition into another step of the cooking process; discard any food scraps and trash as needed, rather than letting them pile up. Cleaning the kitchen as you cook not only clears up the space you need to work, but it also allows your mind to better focus on each given task.*

Note:

- **When equipment requires repair (tradesmen or ME) ensure documentation is completed e.g. Record in ME Book or complete CI Log and document when repairs attended**
- **CI Meetings are monthly on Wednesdays at 3pm**

CI Meetings to have a cook attend and are held monthly on a Wednesday at 3pm