



Kitchen and Equipment Cleaning Policy

Why is this important? The kitchen is where we create our products.

Who does this apply to	All employees are responsible for properly cleaning and maintaining the equipment and kitchen area at Central Pop! LLC.
When will this be performed	During all shifts, employees will check the kitchen before, during and after the store opens/closes.
Where does this take place	All employees are required to clean the equipment used during the day to day operations of making our product. This will be done at Central Pop's kitchen.
How is this completed	<p>Kitchen Aid: The kitchen aid is used to make marshmallows. The mixer, bowl, and attachments must be cleaned after you have finished making the marshmallows. You will follow the warewashing procedures for the bowl and attachments. You will wipe the machine down with a detergent cloth and then</p> <p>Tumbler: The Tumbler is used to make flavored popcorn. After each use you can wipe it clean with a towel to avoid the transfer of flavors. Once you are done using the tumbler, you will remove the pot and follow warewashing procedures. The stand for the tumbler will be wiped down with a detergent cloth and then sanitized.</p> <p>Popcorn Popper: The popcorn popper must be completely cooled to clean it out. The kettle must be removed to properly clean it. You will unscrew the lid from the kettle and then it will go through the warewashing procedures. For the portions that are not easily removed, a detergent cloth will be used to clean out the inside of the glass, the floor, and the trays. A clean cycle will be completed once a week or sooner if needed.</p> <p>Microwave: The microwave may be used. The plate must be washed according to warewashing procedures. The microwave unit will be washed with a detergent cloth and then sanitized.</p> <p>Hot Plate: The hot plate will be used to make marshmallows and crispy rice treats. Once you have stopped using the hot plate, wait for it to cool. Once it is cooled, you will wipe it down with the detergent cloth and then sanitize it.</p> <p>Food Prep Surfaces: All counters and food prep surfaces must be wiped down with a detergent cloth and then sanitized after use.</p> <p>Kitchen: The kitchen floor will be swept as needed throughout the day and will be mopped once a day. All spills will be mopped immediately after the incident.</p> <p>Utensils All utensils, bowls, cups, spoons, etc will be washed according to the warewashing policy. All utensils used in the day will be cleaned before you leave for the day.</p> <p>Refrigerator:</p>



	The refrigerator should be wiped down on the outside daily at the end of the day. Should there be a spill inside, it must be cleaned immediately using the detergent cloth and then sanitized. The inside must be inspected daily and must be cleaned weekly if there are no issues throughout the week.
Corrective Action	If management observes that an employee has not followed kitchen and equipment cleaning procedures, employee will be required clean the kitchen and equipment under management supervision. Failure to follow the policies set at Central Pop! LLC may result in disciplinary action up to and including termination.
Monitoring Steps	Managers and team leads will observe all employees throughout the day to identify if staff have properly followed the kitchen and equipment cleaning procedures. The kitchen and equipment will be checked daily to ensure all is working properly and sufficiently stocked. It is also the responsibility of the shift lead and/or manager to ensure detergent, cleaning supplies, and sanitization solutions.
Training of Staff	All employees are required to read these kitchen and equipment cleaning procedures when they are hired. The manager demonstrates the procedures for all employees and refresher training is provided daily/weekly during all meetings or as they seem appropriate to the situation.
Verification Policy	Managers will observe all employees throughout the day to identify if staff have properly followed the kitchen and equipment cleaning procedures. Managers will observe staff to ensure that the kitchen and are cleaned correctly. The manager will check to ensure the kitchen is sufficiently stocked with cleaning supplies. If infractions of this kitchen and equipment cleaning policy are repeated, modification to the training protocol or monitoring steps will be made based on the observations and this policy will be updated accordingly. If employee refuses to follow policies after training, disciplinary actions up to including termination will be implemented.

I agree to follow the regulations in the Kitchen and Equipment Policy as outlined above and according to the Maricopa County Health department.

Employee Name

Date

Employee Signature