[COMPANY LOGO]

Dishwashing Procedure

Last Updated: 22/01/2024

Employee Responsible: Dishwasher

Purpose:

To outline the steps in washing any dirty kitchen in both the 3-compartment sink and dishwashing machine.

Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

3-Compartment Sink Dishwashing

Wash:

- Large Pots
- Sheet Tray Pans
- Large Storage Containers
- Cutting Boards
- Grill Plates

Don't Wash:

- Hands
- Mops
- Maintenance Tools

Procedure:

1. Scrape any leftover food or residue into the trash bin
2. Place the dirty dish item into the first sink compartment (First sink from the left)
3. Use a green scratch pad to scrub the item in the first sink compartment while the item is submerged in the hot soapy water
4. If the item is scorched or requires time to soak in order to remove sticky residue, allow the item to soak in the first sink compartment for as long as necessary
5. Once the item has been scrubbed well and no residue or oils remain on the item, remove from the first sink compartment and place the item into the center sink compartment
6. Rinse the item in the second sink compartment until all the soap has been washed off of the item
7. Place the item into the final sink compartment and rinse well for at least **7 seconds** using the sanitizing solution
8. Inspect the item to ensure that it has been completely cleaned of any residue

9. Place the item on the right-hand side drainboard to air dry completely or use a clean/dry kitchen rag to hand dry the item
10. Once the item has dried, place the item back in its designated storage location in the kitchen in an organized and neat fashion

Dishwashing Using the Dishwasher Machine

Procedure:

1. Scrape any leftover food or residue into the trash bin
2. Use the hose spray to spray any residue off of the surface of the dirty item over the dirty dish sink
3. Use the green scratch pad and dish soap to scrub any heavily dirtied items
4. Place the rinsed item on a dish rack
5. Once the dish rack has been filled with rinsed dish items, slide the rack into the center of the dishwashing machine
6. Pull the machine handle down completely to automatically trigger the dishwashing machine to begin the cleaning cycle
7. Notify the kitchen supervisor if the machine water temperature seems to be be cooler than the required wash temperature (80 C)
8. Once the cleaning cycle has finished, lift the machine lever up to reveal the dish rack of clean items
9. Slide the clean dish rack out of the machine onto the clean side of the dishwashing station table
10. Allow the dishes to air dry on the dish rack until completely dry or use a clean/dry kitchen rag to hand dry the item
11. Once the item has dried, place the item back in its designated storage location in the kitchen in an organized and neat fashion

Monitoring

The kitchen supervisor will be responsible for inspecting the cleanliness of the dishes and ensuring that all systems outlined in this document are followed by the dishwasher employee daily.

SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

Staff Member Name	Signature	Date

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