

# CLOSING CHECKLIST

FEBRUARY 2024

Good Night!

| Task  | Done? |
|---|-------|
| - Cool down oven as per procedures then follow cleaning process                 |       |
| - Follow defrost checklist  |       |
| - Prepare salad items for tubs (red onions)                                     |       |
| - Ensure all food in fridges is correctly labelled and packed (Prepsafe)        |       |
| - Check & record temperatures for HACCP and record in Due Diligence Book (p6-8) |       |
| - Complete cleaning checklist as per DD book                                    |       |
| - Turn off Hot Display and wipe down with wet cloth                             |       |
| - Record any wastage from hot display in DD book                                |       |
| - Food past it's use by date has been discarded                                 |       |