

Mess Hall Kitchen

Chores and Basic Kitchen Upkeep

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Phone Contact:

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Emergencies call 911

Address is

1125 Gerrard St East, Toronto, ON M4L 1Y1

Nearest cross street is Leslie St.

GENERAL RULES

- For your safety, locate the First Aid kit and the fire extinguisher.
- Always have your Food Handlers License handy.
- Follow proper handwashing procedures.
- Tenants must wear closed toed shoes and head coverings while working with food.
- Follow cleaning procedures. You are responsible for cleaning, washing and sanitizing all equipment and working areas (see instructions below - cleaning supplies are located in the metal locker in the bathroom shower space and in the commercial kitchen).
- Only detergents, cleaning supplies and chemicals provided by Mess Hall may be used unless otherwise approved by the management.
- Wash all dishes used, let them drip/air dry and they must be put away before you leave (do not use tea towels/cloths to dry them).
- All tenants must be aware of the potential food safety hazards from food stored in fridges. All food left overnight must be properly sealed and labelled. All raw meats shall be labeled and placed in covered containers and stored on the bottom shelf in the cooler or freezer.
- Close the compost bag and place it in the green bin labeled Mess Hall located on the Leslie St. side of the building. Take out all garbage and recycling with you after your shift and place it inside the corresponding bins found outside. Collapse all corrugated cardboard and place it at the bottom of the basement stairs inside.
Please ensure the bin lids are properly shut. Renters are responsible for any oversize garbage or excessive amounts of garbage or recycling. Mess Hall cannot accommodate more than one bag per renter per shift.

- Leave broom, dustpan, head and mop, and indoor garbage bin lids cleaned after each use.
- If you see something running out (paper towels by the hand wash sink, sponges, soap etc.), please email rentals@messhall.to
- Please help us enforce these rules. If you see someone violating these courtesy rules, please let us know.
- For reference, consult the [Food Handlers Training Manual](#)

CLEANING CHECKLIST

Clean and sanitize all food contact surfaces prior to starting work and after work is finished.

- Spray bleach solution on working areas and leave it for at least 5 minutes before wiping with a clean cloth. Allowing the solution to sit on the surfaces for this time helps eliminate bacteria.

STOVE

If little residue:

- Let the stovetop cool.
- Spray with bleach solution.
- Wipe the liquid away with a clean cloth.
- Buff any streaks out with a dry cloth.

If harder-to-clean spills occur:

- Once the stovetop is cool, spray the surface generously with vinegar solution.
- Liberally sprinkle baking soda over the liquid you just sprayed.
- Dip a clean towel in the hot water, making sure to wring out excess liquid.
- Place the towel over the baking soda and vinegar on the stovetop.
- Let this sit for 10 to 15 minutes.
- Remove the towel and wipe away the baking soda and vinegar with a clean cloth.
- Spray the surface with vinegar solution again and use a clean cloth to buff any streaks out.
- Repeat the above steps until the stovetop is free of residue.
- Let dry and sanitize with bleach solution as usual.

If there are burnt-on rings around the burners that just won't disappear:

- Once the stovetop is cool, spray any offending areas with vinegar solution to help soften burnt-on residue.
- Scrape the residue gently with the razor (found in the metal lockers in the bathroom). Here it's very important to hold the razor properly: Do not use the corners of the blade or you can scratch the stovetop. Rather, hold the cutting edge at a very slight angle from the top of the stove. It should be as flat as possible. Use this to lightly scrape at debris until it comes free.
- Wipe away residue with a clean cloth.
- Repeat the above steps as necessary.

OVENS

- Make sure any residue of food in the oven is wiped out. If only light cleaning is needed, use vinegar spray and wipe it down.
- If major cleaning is needed, form a paste combining 1/2 a cup of baking soda with half/half water and vinegar in an oven-safe bowl. Pour it over the dirtiest parts of the oven. Next, place the leftover mixture (still in the bowl) in the oven for 45 minutes at 225°F. When the time is up, use a sponge to clean your oven as you normally would.
- If only the racks need to be cleaned, remove them, and soak in the baking soda solution for about 10 minutes. Scrub them down using a bit of soap.
- Replace aluminum foil liners if there have been spills.

STAINLESS STEEL TABLES

- ❖ Cutting boards are required for chopping. Do not chop or cut directly on tables.



1. Remove Debris and Wipe Down
 - Use a cloth to remove any visible crumbs or pieces of food. When needed, use a solution of dishwashing liquid and hot water to remove any sticky, greasy smears on the surface. Rinse the cloth out frequently. Wipe down with a clean cloth dipped in water.
2. Disinfect the Surface
 - Use a solution of chlorine bleach and water to sanitize or disinfect the surface. Be sure to use enough spray so that the surface remains wet for at least 5 minutes.
 - Spray Sanitizing solution: 1 teaspoon bleach to 1-gallon cool water.
3. Prep table shelf
 - Clean the shelf under prep tables, moving/removing if necessary all items first. Flour, crumbs, sugar, etc. left behind can attract pests.

WALLS AND STORAGE AREA

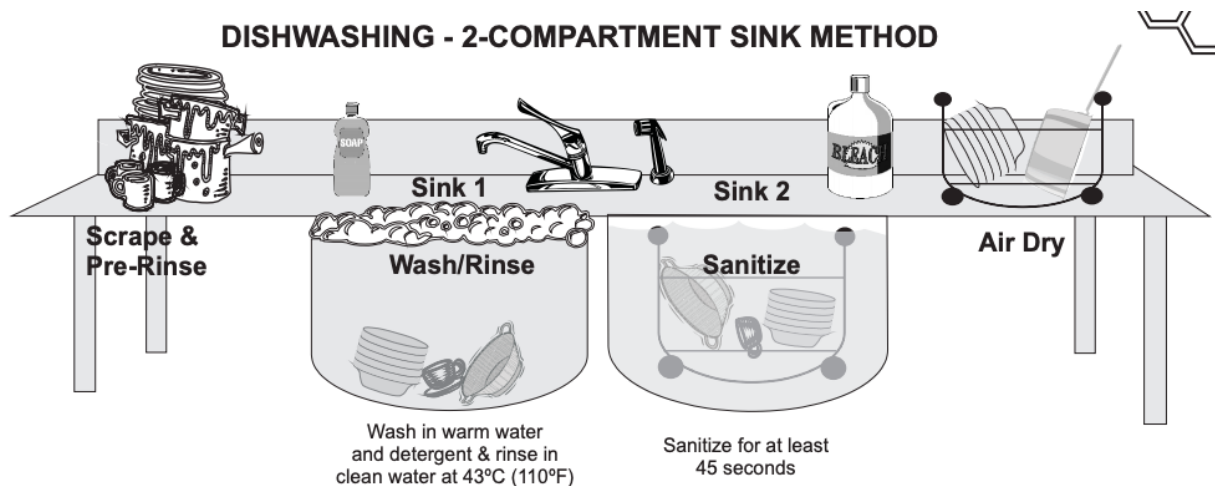
- **Walls:** Wipe down the walls if you see any food debris or splashes, especially if you have used the mixer or any other machine. Use a solution of dishwashing liquid and hot water to remove any sticky, greasy smears on the walls (you might have to pull tables out). Rinse the cloth out frequently. Wipe down with a clean cloth dipped in water.
- **Dry Storage:** Make sure to wipe down your dry storage (flour, crumbs, and sugar left behind can attract pests).

FLOORS

- When the day ends, give the floor a good cleaning. Start by sweeping the floor to remove dust and hard dirt. Then, mop up your floor with a combination of warm water and vinegar. If you need to clean major grease spills, use a degreaser (found in bathroom shower near metal lockers).
- Don't forget to sweep under tables and under the anti-fatigue floor mat.

SINKS / DISHES

- Please use the small handwash sink for washing hands to eliminate contamination.
- The bathroom shower may be used for the mop.
- Wash dishes in the two-compartment stainless steel sink, using one compartment for washing, one for rinsing. We have provided bus bins for ease of use. Please use the black ones for sanitizing only.
 - Sanitizing solution: Use clean hot water and mix with chlorine to make a mixture no weaker than 100 parts per million (ppm). Use 1 tablespoon of bleach (provided) for a full bucket. Testing strips are provided on the edge of the sink. Bleach is located under the sink.
- Wash, let drip/air dry and put away all dishes/utensils that you use. Do not leave them in the sink or racks at the end of your shift. Do not use teatowels/cloths to dry them.
- If you use a sponge or dish towel, please rinse it out before putting it away.
- Sponges are to be used only for dishes. Use washcloths or paper towels to clean surfaces.
- At the end of each day/shift, use a cleanser or degreaser to remove grease and clean the sink, faucet and backsplash and ensure bus bins are clean and degreased as well.



FOOD STORAGE

- All food must be stored in sealed plastic bins or zip locks
- Please label (food name, chef name and date) and put away anything you wish to keep in the pantry/refrigerator/freezer. Do not leave leftovers on countertops. Anything that is left out unlabeled will be thrown away.
- Always follow the FIFO plan: First In, First Out. Newer food is to be stored behind or on the bottom of the stacks, leaving older food more likely to be used first.

GARBAGE, COMPOST, RECYCLING

- Garbage and waste, including liquid waste, must be collected and removed at the end of the shift/day to maintain the premise in a sanitary condition.
- Recycle any glass, containers, etc. and compost any food scraps.
- If liquid waste is of a greasy nature, please dispense it into a sealed container and dispose of it in the garbage. **Do not pour oil or grease down the sink.** Disposing of grease this way can result in plumbing problems which will incur a cost to you.

BEFORE YOU LEAVE

- **Ensure you have done all the cleaning and sanitizing as outlined above**
- Take garbage/recycling/compost outside and place it in bins provided. Ensure bins are closed tightly
- Make sure mops and brooms are put away
- Make sure stove/ovens are off
- Check faucets and fridge/freezer doors
- Make note if something is running low or not working by emailing rentals@messhall.to
- Lights are off
- Lock the door after yourself (the key is located in the lockbox on the wall outside)

CLEANING CHECKLIST

AT THE END OF YOUR SHIFT

- Clean and sanitize all prep area surfaces with the bleach-solution spray, including stovetop. Spray and leave for 60 seconds, then wipe
- Wipe down walls, stove (including top panel, knobs and sides) and fridges (door and inside) if you see any food debris, spillage or splashes. Don't forget to check under tables and on kitchen tools and utensils
- Clean any spills inside ovens. Don't forget oven doors and handles! If necessary, change foil lining
- Wipe down any equipment i.e. mixer, vitamix, food processor, etc.
- Empty and clean the sink (no dishes left on the drying rack)
- Clean the handwashing sink and the two-compartment sink. Don't forget the backsplash! Leave sponges clean after each use
- Wipe down waste disposal bin lids
- Always sweep and mop the floor. **Including under the prep tables and around the garbage can**
- Leave the broom, dustpan and mop clean after each use. If overly soiled, remove mop head and place it in the shower storage area
- Take out **all** garbage, recycling and compost, leave corrugated cardboard collapsed at the bottom of the basement stairs
- If applicable, wipe down and tidy your storage area, leaving ingredients in sealed containers