DAILY DUTY OVERVIEW

As a Taste and See Guest, you have been assigned to one of the following daily duties which will take approximately 45 minutes.

GUIDELINES FOR WORKING IN THE KITCHEN & IN THE DINING ROOMS: When working in the Kitchen and/or Dining Rooms, please keep long hair tied back and wash your hands before handling food and clean dishes. Roll up long sleeves. No sleeveless shirts, including tank tops. No shorts, capris or short skirts. No open shoes/sandals or bare feet. No jewelry on hands.

Please direct any questions or concerns to our Domestic Coordinator, Rachel Permana.

DISH DRYER – Immediately after assigned meal

- Wash hands first & put on a black dishpit apron.
- Before drying, wipe counters with Oxy-Slam and sanitizer and cover with drying towels.
- After drying and putting away dishes, see Domestic Coordinator for further instructions.
- Check with Domestics Coordinator before leaving. Do not leave before whole team is finished.

TABLE WIPING – Immediately after assigned meal

- Wipe all tables with a yellow cloth and Oxyslam then all chairs with blue cloth and Oxy Slam (Wipe salt, pepper and sugar holders with Oxy Slam and a yellow cloth and remove before you spray tables.)
- Sanitize table tops and let air dry
- Sweep and mop the Dining Room floor
- Vacuum the Dining Lounge
- Wipe window ledges with Oxy Slam and blue cloth
- Refill sugar containers
- Change garbages in Dining Room & Sunroom and wipe out with Oxy Slam and blue rag
- Check with Domestic Coordinator before leaving

SETTING TABLES – 45 min. before assigned meal

- Put on serving apron, wash hands inside the Kitchen
- Set tables for assigned meal: plates, bowls, etc. on each table
- Assist in putting food on tables prior to meals as directed

POT SCRUBBING – Immediately after assigned meal

- Fill sink with soap and warm water
- Use green scrubby for plates and bowls, if needed
- Scrub metal pots and pans with steel wool
- Empty sink, rinse with hose and wipe with Oxy Slam
- Wipe soap and paper towel dispensers, drawers, hose and tap with Oxy Slam
- When finished, check with Domestics Coordinator for further instructions. Do not leave before whole team is finished.

MUG WASHING – Immediately after assigned meal

- Fill bus bin with warm soapy water
- Scrub inside mugs with yellow cloth
- Place mugs and cups in stacking trays
- Carry trays over to dishwasher
- When stacking is completed, wipe down stacking counters & trolleys with yellow cloth and Oxy Slam
- Replace bus bins and cutlery bins with soapy water in the Dining Room & Dining Lounge
- When finished see Domestic Coordinator for further instructions

VEGGIE PREP – After Breakfasts Mon, Tues, Fri

- Report to the Cook
- No duty on Wednesday

TEA TOWELS – Immediately after assigned meal

- Wash hands before and after duty, wash hands when switching between clean & dirty laundry
- After meal: Wait for dirty/used towels and put in washer after dishes are done, switch any other laundry as ready