

Lary A. Nelson Center  
Kitchen Jobs

Job Descriptions		Thu	Fri	Sat	Sun	Mon	Tue	Wed
<b>Job #1</b> MUST CHECK IN WITH KITCHEN STAFF NO LATER THAN 1545	<ul style="list-style-type: none"> <li>Place Buss Tubs &amp; Silverware Buckets In Dining Rooms</li> <li>Retrieve Dirty Dishes From Dining Room</li> <li>Soak, Scrape &amp; Wash All Dishes</li> <li>Spray Out Pots &amp; Pans As Needed</li> <li>Drain &amp; Clean Dishwasher</li> <li>Clean Sinks &amp; Wipe Dry</li> <li>Check Soap &amp; Rinse Levels</li> <li>Empty Food Catcher in Dishwasher **</li> </ul>							
<b>Job #2</b> MUST CHECK IN WITH KITCHEN STAFF NO LATER THAN 1545	<ul style="list-style-type: none"> <li>Unload &amp; Check Dishes From Dish Machine</li> <li>Put Dishes Away In Proper Places</li> <li>Check/Fill Milk Machine</li> <li>Wipe All Carts &amp; Put In Pantry</li> <li>Place Buss Tubs &amp; Silverware Buckets with Soap in Dining Rooms. **</li> </ul>							
<b>Job #3</b> MUST CHECK IN WITH KITCHEN STAFF NO LATER THAN 1545	<ul style="list-style-type: none"> <li>Fill Pot &amp; Pan Sinks</li> <li>Scrape, Wash &amp; Sanitize All Pots &amp; Pans</li> <li>Put All Pans Away</li> <li>Drain &amp; Clean Out Sinks</li> <li>Wipe Sinks &amp; Drain Board Dry **</li> </ul>							
<b>Job #4</b> MUST CHECK IN WITH KITCHEN STAFF NO LATER THAN 1600	<ul style="list-style-type: none"> <li>Clean &amp; Restock Breakfast Carts</li> <li>Refill Condiments</li> <li>Wipe All Tables In Both Dining Rooms</li> <li>Sweep &amp; Mop Back Hallway &amp; Pantry</li> <li>Break Down all Cardboard &amp; Take Out</li> <li>Clean Inside and Outside of Dining Room Microwave</li> <li>Take late trays to LANC and GRHC refrigerators**</li> <li>Set up coffee machine for morning/breakfast</li> </ul>							
<b>Job #5</b> MUST CHECK IN WITH KITCHEN STAFF NO LATER THAN 1700	<ul style="list-style-type: none"> <li>Wipe Off Stove, Ovens, Warmer &amp; Refrigerator</li> <li>Clean Off All Work Tables</li> <li>Drain &amp; Clean Hot &amp; Cold Tables</li> <li>Pull Out Hot&amp; Cold Tables &amp; Sweep</li> <li>Clean Front Serving Area</li> <li>Clean All Sinks and Push Carts</li> <li>Clean Inside and Outside of Kitchen Microwave</li> <li>Put Together Serving Line (Dividers and Lids) **</li> </ul>							

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<b>Job #6</b> MUST CHECK IN WITH KITCHEN STAFF NO LATER THAN 1700	<ul style="list-style-type: none"> <li>• Empty All Garbage</li> <li>• Spray Out Cans</li> <li>• Replace Liners</li> <li>• Put Up Wet Floor Signs</li> <li>• Sweep Both Dining Rooms &amp; Front Foyer**</li> </ul>							
<b>Job #7</b> MUST CHECK IN WITH RO STAFF NO LATER THAN 1830	<ul style="list-style-type: none"> <li>• Mop Both Dining Rooms &amp; Front Foyer</li> <li>• Replace All Mop Heads &amp; Dust Mops With Clean Ones</li> <li>• Organize &amp; Clean Utility Closet **</li> </ul>							
<b>Job #8</b> MUST CHECK IN WITH RO STAFF NO LATER THAN 1830	<ul style="list-style-type: none"> <li>• Sweep &amp; Mop Entire Kitchen &amp; Dish Room Floor</li> <li>• Use Blue Scrub Brush On Floor To Clean Grout</li> <li>• Run floor mats through the dishwasher**</li> </ul>							

**JOB #9 SEE KITCHEN STAFF THURSDAY & WEDNESDAY STAFF WILL ASSIGN**

- Put all groceries away in pantry/cooler & freezer
- Organize all areas
- Break down all boxes & take out\*\*

**SACK LUNCHES**

**STAFF WILL ASSIGN RESIDENTS**

- Get a Count from staff for GHC and LNC
- Get Supplies from Pantry
- Make All Lunches and Staple
- Put Supplies Away, Wipe Off Tables, Put Up Chairs and Empty Trash

**\*\* OTHER DUTIES MAY BE ASSIGNED TO ANY JOB AT ANYTIME \*\***

- You Must Be On Time For Your House Job Or Make Arrangements With RO Staff In Advance. If You Are Late & Don't Have Approval, Restrictions Will Be Written.
- If You Are Not Available For Your House Job You Must Find A Replacement. If You Don't, You Will Receive A Restriction! No Excuses!! (If You Have A Major Conflict With The Schedule Please See RO Staff).

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