

# **WORTH ABBEY RETREAT CENTRE**

## ***Guidelines for self-catering - Compass House***

### ***Responsibility***

Food and its healthy preparation is an important and integral part of our distinctive Benedictine hospitality. Our professional catering staff have to meet the increasingly demanding legal requirements of Environmental Health. We ask for your cooperation in maintaining the cleanliness and hygiene of the kitchen to a professional standard which includes tracking the history of when and how it was cleaned.

We ask groups using our kitchens for self-catering to **designate one person** to take full responsibility for meeting these guidelines satisfactorily. This designated person must personally supervise all use of the kitchen as well as transportation, storage and handling of food. He/she may delegate specific tasks explicitly and allow into the kitchen only those who have need to be there. At the end of your stay, please hand over our kitchens in an even clean state, as you found them.

### ***Preparation***

Ensure correct and safe storage of food materials in the relevant fridge, freezer or shelf.

Use the correct colour coded chopping boards.

Clean and sanitise work surfaces before each new preparation.

Fresh vegetable waste (stalks, peelings etc) may be put in the compost wheelie bin outside St Bruno's kitchen. Cans, Bottles & Plastics may be cleaned and put in the relevant recycling bins over the road from St Bruno's kitchen.

### ***Cooking***

Whenever any part of the oven is on, the extractor fan must also be on. Oven isolator switch is behind the microwave.

Wipe the cooker surfaces immediately after all spillages, using warm soapy water and/or kitchen cleaner (do not leave to burn on).

Wash bowls and preparation equipment as soon as possible, do not let them to pile up in the sink or be stacked in a way that they may fall.

Return all used equipment to its allocated storage space in a clean and tidy condition.

Take and record the temperature of the main dish being served.

### ***Clear up***

Please rinse all crockery and cutlery before putting through the dishwasher.

All surfaces to be kept clean, and wiped over using Anti-bacterial Spray, which is kept on the window ledge.

Clean tea towels and dishcloths are stored on the microwave; clear bin bags & cleaning materials are in the cleaning cupboard under right-hand sink.

All paper & other rubbish to be placed in clear bin bags by the door or taken to the wheelie bins over the road from St Bruno's kitchen.

### ***Completion***

Clean the cooker thoroughly

Empty all waste bins and recycling to the wheelie bins over the road

Sweep and wash the floor (found in cupboard by dishwasher)

Before you leave ensure all windows and doors are secured.

Thank you for your cooperation.