

Induction

Welcome to Finlay Park. We understand from experience that cooking for a large number of people is not easy. At Finlay Park we want to make your job as easy as possible, and hopefully this induction can get you off to a good start.

This induction manual has got three parts; Intro, kitchen gear, and the kitchen policies.

In the kitchen gear section you hopefully find what you need to make the running of your kitchen as smooth as possible. It covers some health and safety issues, and endeavours to keep you informed.

If you are unfamiliar with using an item of kitchen equipment make yourself known to our host who will happily provide some training or will answer any of your questions.

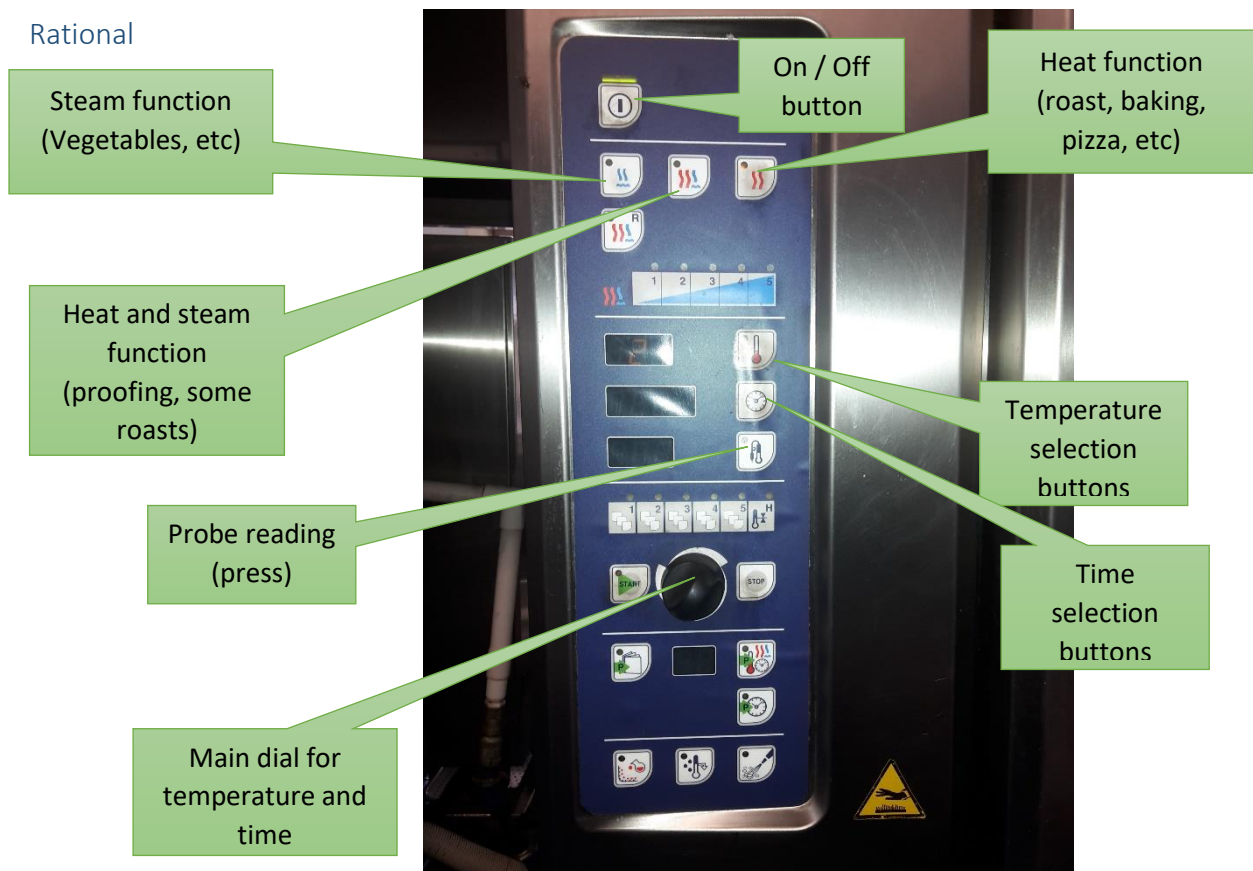
In the Policy section you will find our policies and procedures for the use of our kitchen

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1. Combi ovens

Rational

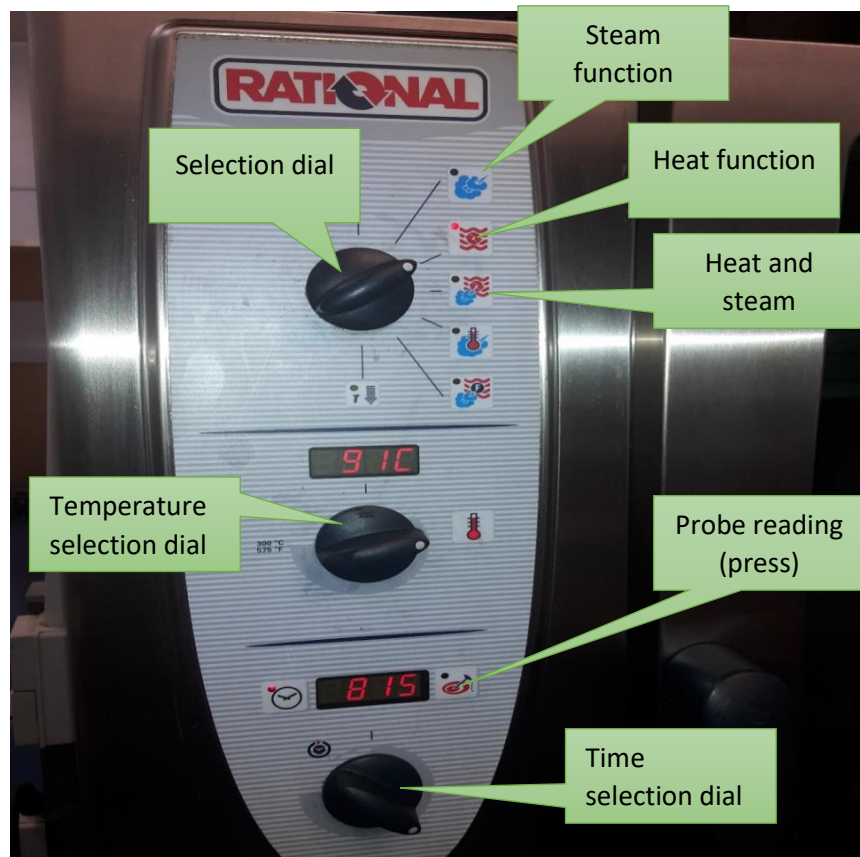


Caution:

- Take extreme care when opening the oven door, hot steam can burn face and hands
- Trays and content can be extremely hot, use oven mitts at all times

Other info:

- Our kitchen manager will assist when oven needs to be cleaned. Please contact host before proceeding.



- Only use oven trays with “lips” in this oven.

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2. Gas stove

- a) Turn gas on (handle on right hand side of stove, left side of oven), by turning the handle in line with gas line
- b) Ignite pilot lights
- c) Use a BBQ lighter or matches when igniting burners
- d) Burners ignite easier with a pot on them
- e) Please turn gas off when leaving kitchen at night

3. Mixer

Mixer can only be used if permission has been given by the Kitchen manager

- a) Select mixer arm (the whisk arm is only intended for fluids not solids)
- b) Raise mixing bowl
- c) Select speed
- d) Turn on

Caution:

Do not alter mixer speed when mixer is on
Take extreme care not to insert limbs or kitchen utensils into the mixing bowl when in use

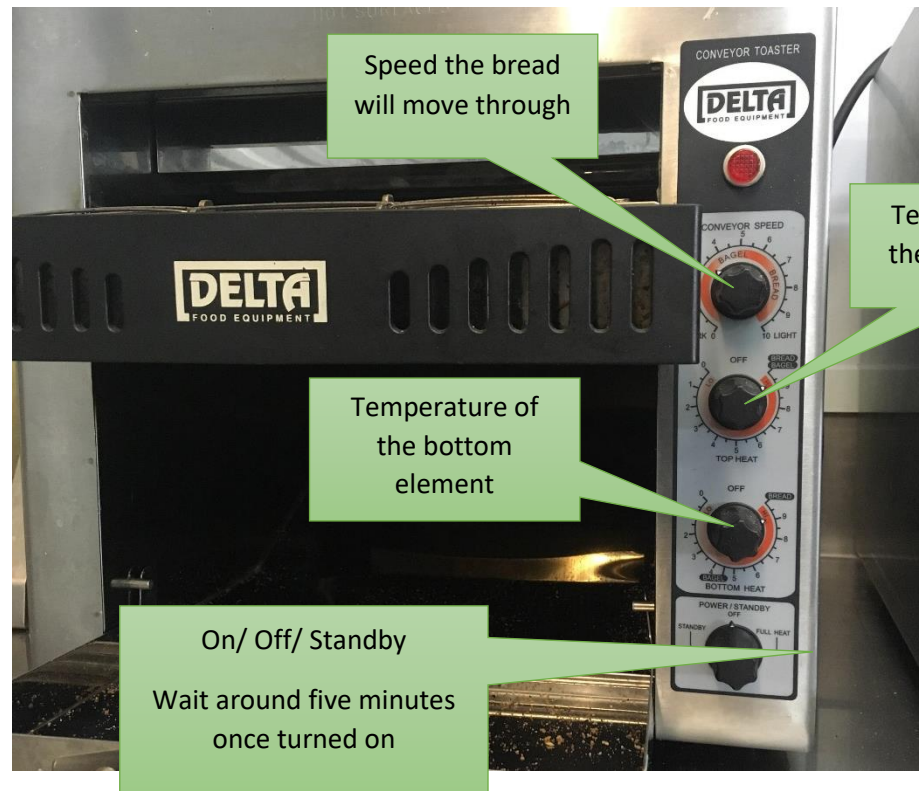
4. Hot water

Boiling water is located on the left hand wall when entering kitchen through the double doors.

Caution:

Take extreme care when using tap as hot water can splash and steam can cause burns

5. Toaster



Caution:

Do not put anything other than bread into this machine

6. Dish wash room

Rinser

- Insert plug into bottom of machine
- Place grates and curtains in the correct positions
- Fill machine using Taps A and B
- When water starts to pour out of the overflow hole on side of machine turn tap A and B off.
- Use the most right top switch to turn machine on
- Drain and wash out after use



Sterilizer

- Place drain plug and grates into machine
- Turn machine on 15 minutes before meals are served (Left wall switch and "on" push button switch on machine, see above green circle).
- Close the hood. Machine will only operate once it reaches 83 degrees.



- d) Do not remove drain plug when machine is on. Only drain water when machine has been turned off. Machine should be turned off between meal times

7. Kitchen cleaning

Food safety is paramount when providing food for a group. Finlay Park advises self-catered groups to use a cleaning diary and record the actions taken (for example; floor washed 11/5/2020, sanitized work bench after chicken or meat prep 5/11/2020, etc). We can provide you one on request.

Below is a table for kitchen cleaning on the last day before your group departs.

item	Quick description
Stove hood	Degrease and wipe area you can reach
Rational oven small	Our kitchen manager will give instructions how to clean the oven and what product to use
Rational oven large	
Electrolux oven	
Inside freezer	Clean out
Pantry Shelves	Clean shelves, remove clutter
Chiller floor and shelves	Wipe shelves with bleach solution and/or disinfectant, wash floor and scrape out
Walls kitchen	Wipe and degrease walls especially around sink areas
Windows and sills	Clean windows, wipe and degrease sills
Dish wash room	Clean out all machine filters, degrease rinser, clear drain, wash rollers, clean floor
Rubbish bins	Remove bins and rubbish from kitchen, our staff will take care of the rest
Dining hall fridge and sink	Clean out and wipe
All work areas, door, door handles, switches and taps	wipe
Floor	Wash floor with soapy water or disinfectant (provided). Scrape and dry floor

Cleaning product and equipment:

Self-catered groups need to provide their own cleaning product. However mops, brooms, tea towels and kitchen cloths are provided. Cloths and tea towels are washed at the expense of the group using them (Finlay Park does provide disinfectant)

Some notes for cleaning:

- ✓ Only use yellow coloured cloths in the kitchen and on the dining tables. All other cloths do not belong in food areas. (Blue = toilets)
- ✓ Only use the kitchen buckets (marked "Kitchen") for cleaning the kitchen surfaces and dining hall tables. All other buckets need to stay out of the kitchen as they are used for cleaning toilets.
- ✓ All cleaning equipment in kitchen belongs to the kitchen (again we do not want to mix with toilet cleaning equipment)
- ✓ All cooks dishes equipment (brushes, sinks) can only be used for that purpose only.

8. Policies and procedure

See separate page. Our host will get you and your kitchen crew to sign the Policies and file it.