

Kitchen Instructions and Guidance on Item Location, Appliance Usage and Cleaning.

1. Cleaning the Kitchen after hire

Please leave as found.

Sweep and mop the floor using the dedicated kitchen brush and mop stored in the kitchen. Dispense Evans Lift Detergent into the mop bucket – one pump full per bucket.

Empty mop bucket down the outside gully/grid situated to the right of the kitchen door when exiting. Do NOT empty down the kitchen sinks.

Use the blue cleaning cloths, found in the Cleaning Storeroom at the end of the short toilet corridor, to have a final wipe down of all stainless steel surfaces which have been used. Spray these surfaces with Evans Est-eem Cleaner Sanitiser prior to the final wipe down. Spray bottle located under the main sink.

When finished, throw wipe down cloth away into the black bin sack located by the kitchen exit door. If no sack is in the holder, spare sacks can be found in the Cleaning Storeroom.

Any used black bin sacks are to be placed in the large bins down on the main lane – on the right hand side as exiting.

There are no recycling bins at the Hall so please take any waste suitable for recycling home with you.

2. Wi-Fi operating instructions

The Hall is equipped with a Wi-Fi receiver (TP-Link Box) located in the kitchen on the wall to the right of the hatch. The password is written on the outside of the receiver.

Please do NOT switch off this box when leaving the hall as Wi-Fi is used by parents when in the playground.

3. Lincat water heater.

The hall has no kettle or water heating urn but uses a very rapid and efficient water heater which is located on the sink wall, to the left, towards the corner. If it is intended to make hot drinks during the hire period it is recommended that the Lincat unit is switched on after arriving since it takes about 5 minutes to heat up a small reservoir. The unit will display a “Ready” message when OK for using.

When finished with the heater, please empty the drip tray of water and wipe dry.

Please switch off the unit on the wall.

Kitchen Appliances

Please note that the Steamer and Fat Fryer are **NOT** available for use unless a specific request has been made. Use will normally be restricted solely to commercial caterers who are familiar with such appliances.

4. Ecomax Dishwasher Operating Instructions.

- a. Turn on the main switch for the dishwasher, which is located on the sink wall to the right of the Lincat water heater. It is labelled “Dishwasher”.
- b. Close the dishwasher lid if not already closed.
- c. Press the “Power” symbol button located at the extreme right-hand end of the button display on the dishwasher.

NOTE: the dishwasher takes 25 minutes to heat up before it can be used.

When ready to use a green light by the No.2 button comes on.

d. To wash, load up the washer rack and shut the lid. The machine then starts its cycle automatically. During washing, the light by button No. 2 flashes and the flashing stops when the cycle is completed – **this only takes two minutes.**

e. Lift lid and take out the loaded rack.

f. The machine has been set to Program 2 which is the most thorough cycle. Never use Program 1, which is an even quicker clean option.

Do NOT adjust the temperature settings.

g. **Cleaning Down.** Open lid; take out metal rack and then take out the metal sieve and rinse this clean in the sink.

Press and hold down the second button from the right on the display (to the left of the power switch), which has a draining symbol. Shut the lid when you hear the dishwasher starting to drain.

The machine will rinse itself and turn itself off – all the lights go off on the display at the end.

Open the lid and replace the metal sieve and rack.

Leave the lid open.

h. **When finished.** Turn off the main dishwasher power switch located on the wall.

5. Turbofan ovens

To turn on press left-hand power button on the top row of buttons.

If you require the light inside the oven, press the middle button.

The temperature is usually left at 170C since this has been found to be the most useful operating temperature. The ovens do warm up quickly and do seem to run hot – the school uses the 170C setting for jacket potatoes.

To alter the temperature just turn the dial.

To use the timer turn the dial and press start. The timer counts down in minutes until the last minute, when it changes to seconds. When it has counted down to zero an intermittent buzzer sounds, which can be cancelled by opening the door.

Press and hold down the start/stop button to stop the timer flashing and the count down.

The ovens have a grill on/off button

The oven has pre-set program options but these have never been used and their effectiveness is not known.

6. Lincat induction hobs

Only induction pans must be used on these hobs. The kitchen pans are induction pans.

There are dials for front and back rings on each of the three sets of hobs. Turn the dials to set 0 – 9.

7. Bain Marie

To heat up the appliance it needs to be plugged into the special high amp blue socket found under the hatch into the hall. Once the plug is located in the socket the on/off dial to the right of the blue socket can be turned on by turning it clockwise. Before removal of the plug from the blue socket the on/off dial must be switched to the off position.

The school has found that 70C is the correct operational temperature for both the top plates and the hot cupboard.

After use, unplug and move back to the position where the appliance was found.

8. Extraction Fan

The fan is situated above the hobs and ovens. The on/off power switch and air speed control dial are located on the wall to the left of the hatch.

Switch off when no longer needed or when leaving.

9. Crockery and Cutlery

Crockery and cutlery for use by hirers can be found on the racking at the end of the store room located in the corner of the main hall at the opposite end to the big window. There is a trolley in the store for use when moving boxes between the storage area and the kitchen.

A selection of kitchen knives and utensils for general use can be found in the kitchen.

If you use any items please ensure that they are washed and returned to the location they were found.

10. Feedback

We continue to strive to ensure all hirers and users have a successful event. If you have any queries or feedback please use our feedback sheets which can be found by the hall noticeboard in the corridor.