

**YOUTH GUIDANCE CENTER
KITCHEN AND DINING ROOM CLEAN-UP**

- AUTHORITY:** Administrative Directive
California Code of Regulations, Title 15, Section 1460-1467
Welfare and Institutions Code 883
- RESCINDS:** Procedure Manual Items 3-3-026, dated 04/08/16
- FORMS:** Saturday Major Kitchen Clean-Up Guidelines and
Saturday Major Dining Room Clean-Up Guidelines (Attachment)
- PURPOSE:** To establish a standardized procedure for cleaning the kitchen and the
cleaning and set up of the dining room on a daily basis at Youth
Guidance Center.

I. GENERAL INFORMATION

The plan shall provide for a regular schedule of housekeeping tasks in a timely manner.

The use of chemicals shall be done in accordance to the product label and safety data sheet which may include the use of personal protection equipment (PPE).

Kitchen Patrol (K.P.) and dining room clean-up duties are performed by youth from all units at YGC. Based on a rotating schedule, units will provide youth to perform both kitchen and dining room clean-up duties.

Staff are responsible for supervising youth during the completion of their K.P. duties. Staff are to ensure the quality of work performed by the youth, as well as overseeing their behavior and interaction with each other and the facility cooks.

For Saturday major K.P. duties, staff will use the Saturday Major Kitchen Clean-Up Guidelines (Attachment A).

II. PROCEDURE

A. Kitchen Duties

The kitchen and dining crew, consisting of 11 youth is supervised by **two sworn** staff. Kitchen clean-up begins immediately after all other units' youth and staff are dismissed and consists of the following job assignments and tasks:

1. Rinse (One youth who rinses all dishes and plates)
 - a. Thoroughly rinses all dishes and plates with the sprayer, depositing all food scraps into the garbage disposal.

- b. Passes all rinsed items to the Helper, who moves them to the wash station.
- c. Cleans the garbage disposal area after rinsing to ensure the disposal is empty, also cleans the gutter. Wipes stainless steel shelves and wall areas off with rag sprayed with All Purpose cleaner.

(After dinner K.P., shuts off sterilizer heater and drains sterilizer.)

2. Rinse Helper (One youth who assists Rinse)

- a. Fill a bucket with soap and water.
- b. Stacks plates, dishes, and glasses as they are brought to the rinse window, and then passes them to Rinse. Place soup bowls into a bucket or dips them one at a time then wipes them out with a sponge.
- c. Passes rinsed items to the Wash station.
- d. Once all dishes, etc. are rinsed, assists Rinse in cleaning area up. Ensures all excess water is removed from floor.

3. Run (One youth who handles dishes as they come out of the sterilizer)

- a. Removes racks of dishes as they pass out of the sterilizer, slightly shakes them to remove excess water, removes contents and passes same to Helpers to put away in proper place. Inspects all items for cleanliness, notifying staff when improperly cleaned items are found.
- b. Stack the pitchers, plates and bowls on the shelves above the sterilizer area when dry.
- c. Maintains racks in rack area, placing both flat and divided racks at the left end of the double sink.
- d. Upon completion, assists both Rinse and Rinse Helper to clean area. Make sure that all discarded dishes that are left inside the sterilizer are taken out and re-racked and placed through the sterilizer a second time. Ensures racks are stacked in proper place for next K.P. Cleans the grates with sterilizer.

4. Silver (One youth who collects all silverware buckets from the tables, washes and circulates through the sterilizer)

- a. Collects all silverware from each table into buckets that are passed around by staff.

- b. Empties bucket into the silver tub kept under the Rinse_counter, ensuring the small-mesh rack is in place at the bottom of the tub and that the tub is filled with hot, soapy water.
- c. Wheels the tub to the Silverware table and, using the long-handled brushes, cleans the silver in the tub.
- d. Empties silver onto a trash bag spread out on the silver table then empties silver tub into floor drain.
- e. Inspects silver for cleanliness, then sort's silver into tumblers, eating end up, handles down.
- f. Loads the filled tumblers in a metal rack. Places two empty tumblers on a flat rack. Passes to Run to circulate three times through the sterilizer then Run passes the silverware to one of the helpers. Once utensils have been run three times use sanitized tumblers to empty out the silverware by flipping the silverware (eating end up, handles down) so it is reversed.
- g. Cleans the silverware cleaning area by wiping down the table, rinsing the tub, inserting mesh rack in tub and replacing tub under the Rinse_counter.

NOTE: As this crew often finishes first, they may begin sweeping the floor and picking up debris with a dustpan and a dust broom.

5. Wash (One youth who is responsible for washing all cups, plates, dishes and bowls)
 - a. Ensures that the wash sink is filled with hot, soapy water. All cups and bowls are placed into wash sink. (Pans are taken to Pots station.)
 - b. Washes cups first, using brush. Place washed items in rinse sink.
 - c. Washes all plates using hand-held sponge scrubbing both sides. Place into rinse sink.
 - d. Replaces dirty water with clean, hot, soapy water as needed.
 - e. Removes all excess water under sink with a mop.

NOTE: After dinner, when all items have been run through the sterilizer, drain the sterilizer, clean out the food trap, and remove the bottom spray bar. Clean the food trap of all food particles and replace. Ensure the spray bar vent holes are clear of all obstructions.

6. Rack (One youth who rinses items washed by Wash station and racks them for circulation through the sterilizer)

- a. Removes all clean cups from rinse sink and places them upside-down in rack. Carries rack to Run to be circulated through sterilizer.
 - b. Returns to rinse sink with clean rack and removes next group of washed items to be circulated through sterilizer.
 - c. Places dishes and plates on racks, ensuring all surfaces are equally exposed, rather than crowded together or stacked up.
 - d. Upon completion, empties wash and rinse sinks, dries shelves and stainless back splash panels on wall, then assists with mopping as necessary.
7. Helper (Two youth who perform the organizational/detail tasks of clean-up, which vary from meal to meal and require good communication skills with the on-duty cooks)
- a. All condiments (salt and pepper, syrup, peanut butter, jelly, etc.) and unused milk is collected and given to Helper, who wipes off and refills each as necessary. Milk is returned to the refrigerator.
 - b. Cleans serving window/counter, stainless steel carts, refrigerator doors and cooks' counters.
 - c. Empties kitchen trash cans and replaces plastic liners.
 - d. Sweeps and mops service (cook's) counter area.
 - e. Sets out any items as requested by the cook(s) for the next meal.
 - f. Assists other crew members as needed.
8. Pots (Two youth who washes all pots and cooking utensils, such as ladles, spatulas, etc.)
- a. Fills Pots sink with hot, soapy water, and removes all food residue with stainless steel scouring pads/brush.
 - b. Call helpers.
 - c. Replaces dirty water with clean, hot, soapy water as needed.
 - d. Upon completion, cleans and dries sink, stainless shelf, and back splashes.
 - e. Assists in sweeping and mopping floors when needed.
 - f. Rinses any pitchers containing juice and passes them to the wash station. Pitchers containing water are placed on racks and circulated through the sterilizer immediately after rinsing.

- g. Cleans and dries rinse sink, removes all splash marks, cleans and dries cart.

B. Saturday Major K.P. Duties

Duties include all of the daily K.P. duties in addition to the following items:

1. Rinse

- a. Complete the regular breakfast clean-up assignment. Then remove filters from above the stove, place them on flat racks and send the racks through the sterilizer. After the screens are sterilized, stack them on a cart. Once clean-up is completed, replace the screens above the stove.
- b. Clean the storage room by removing all equipment and supplies. Then wash the walls, sweep and mop the floor. Replace/reorganize equipment and supplies. Also cleans the cooks' bathroom and locker area by cleaning the toilet, sink, and mopping the floors. The sink between the locker area and the kitchen closet is to be cleaned as well.
- c. Flush the drain and clean the walls behind the rinse area.
- d. Clean area on and under Rinse Helper.
- e. Clean area where plates are stored, making sure to remove the rubber mat and soak rubber mat to clean.

2. Run

- a. Complete the regular Saturday morning breakfast clean-up.
- b. Rack the serving bowls and dishes that have not been used during the week and after they have been rinsed, sterilize.
- c. Run primarily remains "on station" in order to operate the sterilizer for the other stations.
- d. Help Rinse clean other stations at the end of clean-up, including mopping the floor around the stations and washing the walls as well.
- e. Ensure that the rack machine is empty of plates, bowls, etc.

3. Wash and Rack

- a. Both wash and rack will perform their duties during breakfast clean-up.
- b. Clean the wall behind the wash and rack sink.

- c. Wash and rack will take all pots above the two sinks down and clean the rail with window spray and a clean rag.
- d. Wash and rack is responsible for cleaning around the station and at the end of clean-up, wipe the walls down with a sponge. Wash and rack have not completed their assignment until the entire station is clean.
- e. Take all spices from down off of rack and clean the rack.

4. Pots

- a. Pots will complete regular duties following breakfast clean-up.
- b. The cooks will give the grills to pots/pots helper. The grills are to be cleaned with soap and a Brillo pad. Ensure the grills are done immediately to enable the cooks to use them to prepare lunch.
- c. Clean the cookers, large mixers, blenders, and ice machine with rags and hot, soapy water.
- d. Clean the butcher tables and floors.
- e. Take all the pots and place them on a rack. Pots/Pots helper will clean the entire station. Stainless areas are cleaned with window spray and a rag; eating utensils or pots are cleaned with soapy water and a clean rag. The walls surrounding the station are cleaned with a sponge and soapy water. The floors are mopped.
- f. Replace wax paper on the table.

5. Helper

- a. Helper completes regular assigned duties following breakfast clean up.
- b. Remove everything from the cooler and place on carts in Room 130. Using two pots filled with hot, soapy water, Helper will take all grills out of cooler and clean with a sponge.
- c. Clean stoves located next to the fryer.
- d. Place milk in crates by the refrigerator.
- e. Remove all bowls from under the counter. Clean the area and replace the bowls.
- f. Wash all condiment containers, such as syrup jugs, salt and peppershakers, etc.

- g. Clean the area adjacent to the grill where the spices and condiments are stored.
- h. Clean out refrigerator. Cleaning all excess water and spills out.

6. Silver

- a. Silver will complete regular duties assigned to breakfast clean up.
- b. Clean oven doors with all purpose cleaner and hot, soapy water with a Brillo pad. Only the oven doors are cleaned.
- c. Ensure all the carts are taken outside, including the sugar and flour bins.
- d. One youth sweeps and mops all three refrigerators.
- e. Clean the grill canopies with window spray and a clean, dry rag.
- f. Clean the serving shelves with window spray and a rag. Staffs are to ensure the helper cleans all the drawers and shelves in this area, including the top and bottom of the shelf.

7. Extra Chores Needing to be Done

The following assignments need to be completed before Saturday kitchen clean-up is done. Assign youth who are finished with their station duties to do these assignments.

- a. Clean the cooks' restroom and anteroom, including the walls, toilet, sink, and floors. This job is completed by wash & racks.
- b. Sprinkle soap evenly and thoroughly over the entire kitchen floor and scrub with hot, soapy water. Assign each station an area to scrub. The youth will then squeegee the water into the drains. Assign one youth to rinse off the soap and squeegee again. Ensure the floor is very dry, then mop with a semi-dry mop.
- c. Assign a youth to scrub and wash the trashcan with a scrub brush.
- d. Sweep and mop the floors in Rooms 129, 130, and 131.

If staff find particular youth are slow in completing their duties, another ward may be assigned to the job to ensure Saturday clean-up is completed in a prompt and thorough manner. Be reminded not to overload the garbage disposal at the Pots station during any meal clean-up. Dump garbage whenever possible. This disposal is not a commercial unit and cannot function when overloaded with garbage. Additionally, after every meal ensure the floor near the cooks' lockers area (between the kitchen area and restroom) is mopped.

C. Dining Room K.P. Duties

The tasks involved in dining room clean-up do not break down into specific tasks. Some jobs may be completed at the same time, while some may follow after another. It is staffs' responsibility to understand this process and direct crew members to complete particular tasks in a manner which ensures the smooth and timely completion of clean-up. These tasks are as follows:

1. One crew member collects all trash from the five trash cans in the dining room into one can. This can is then placed outside the door nearest the coffee pots. (New trash can liners are kept in the kitchen and may be acquired from whoever is assigned the Helper position). Trash is carried to the dumpsters only with staff permission.
2. Using a serving cart, one or two crew members will collect unused milk cartons, salt and pepper, and other condiments. These items will be given to the kitchen crew to prepare for use during the next meal. At the same time, other crew members will collect dirty dishes, cups, serving bowls, and pitchers. All dirty dishes are to be given to the kitchen crew for washing.
3. One crew member will then remove remaining trash, spills, and crumbs from each table into a bucket using a dry rag/cardboard.
4. One crew member, wearing gloves, will follow the last with a bucket of all purpose cleaner and wash each table with a clean rag.
5. Another crew member will follow with a bucket of hot, clean water and rinse each table, top and sides, using a clean assigned K.P. rag.
6. A fourth crew member will follow to dry each table with a clean rag.
7. After every table has been washed, rinsed, and dried, crew members will reset each table, distributing napkins, cups, and one knife/fork/spoon at each place setting. Salt and pepper shakers and a large bowl will be placed on every table. (The large bowl is for leftover food and trash which will then be dumped at the end of the meal.)
8. One crew member will clean the sink and counter area where the coffee pot and toaster sit, using a squirt bottle filled with glass cleaner and a dry rag.
9. Clean the front door windows.
10. The dining room mop closet should be clean and organized at all times.

D. Floor Clean Up

To maintain an acceptable appearance on a daily basis, it is necessary to follow these steps when supervising dining room clean-up (See PMI 3-3-002, Attachment C, for specific floor care instructions).

When placing chairs around tables, youth should not be allowed to slide them. Chairs should be set down in place. Sliding them around scuffs the floor and scratches the wax.

1. After Breakfast
 - a. Thoroughly sweep the entire floor.
 - b. Thoroughly mop the entire floor with a completely rung out mop.
 - c. Replace chairs.
2. After Lunch
 - a. Thoroughly sweep the entire floor.
 - b. Thoroughly mop the entire floor with a completely rung out mop.
 - c. Replace chairs.
3. After Dinner
 - a. Thoroughly sweep the entire floor.
 - b. Thoroughly mop the entire floor with a completely rung out mop.
 - c. Replace chairs.

E. Inspection

The dining room will be inspected by the supervising staff member and the on-duty cook(s).

F. Saturday Major Dining Room K.P. Duties

1. After breakfast, the tables will be cleared as usual. Once all food and dishes are cleared, the tables and chairs will be carried outside. Chairs and tables are to be carried, not dragged or slid to the door.
2. One youth will be assigned to clean the dining room windows, tables, and chairs, and to sweep the concrete area surrounding the dining room. The windows will be cleaned beginning inside. The table tops will then be wiped down with a clean cloth followed by a thorough wipe down of the stem and base with all purpose cleaner/degreaser. Clean rags should always be used. Do not use soapy water and a scrub brush. Each chair will then be cleaned in the same manner, including the back and bottom of the seat and all four legs. Also, clean off the foot of the chairs with a scrub pad to remove stuck on food particles and wax residue.
3. Clean the baseboards and vents.

4. After the dining room is vacated of tables and chairs, the floor is thoroughly swept and mopped.

REFERENCES:

Procedures:	1-4-123	Prevention, Detection, Reporting and Response to Incidents of Sexual Abuse, Harassment and Misconduct in Juvenile Facilities (PREA)
	3-1-001	Care and Use of County-Owned Facilities/Equipment
	3-3-002	Cleaning Solution Mixtures and Buffer Usage at Youth Guidance Center

Attachment

J. Hernandez

APPROVED BY:

Saturday Major Kitchen Clean-Up Guidelines

1. **GREASE FILTERS:** (Vent hood above stove)
 - a. Take down and run filters through the dishwasher. Run it on a 45 degree angle so it will fit. Use a stainless steel pitcher to hold it at an angle.
 - b. Clean vent hood with de-greaser (green solution). Rinse and wipe dry. Use oven cleaner in the gutter where heavy grease accumulates.
2. **STOVES:**
 - a. Take out iron grates, covers and spacers on top of stove, take it to pots and pans sink for scrubbing and rinsing.
 - b. Slide out crumb catchers, clean inside of stove area as well as the crumb catcher. Wipe dry and line with aluminum foil before replacing crumb catcher.
3. **OVENS:** (Small ovens)
 - a. Take out racks.
 - b. Scrub the inside with a degreaser (green solution) and steel sponge paying attention to carbonized areas.
 - c. Wipe with rinsing rag frequently until all carbon residue is gone.
 - d. Clean the outside with blue solution, wipe dry and shine with stainless steel cleaner.
 - e. Open and clean pilot light access cover. Scrub off accumulated food and grease. Rinse and dry with rag.
4. **BAKER OVEN:** (Big oven)
 - a. Brush off the inside with a scrub brush.
 - b. Clean the inside of the oven door with liquid oven cleaner and steel sponge, paying attention to carbonized areas. Follow rinsing procedure on small ovens.
5. **COUNTERS:**
 - a. Remove all utensils from the bottom shelves. (Pitchers, bowls, etc.)
 - b. Clean surface with blue solution and green abrasive pad. Wipe dry with a clean rag.
 - c. Replace all utensils in a neat order.
 - d. Pick up warming station and wipe food particles out.
6. **WORK DRESSER TABLES:** (Stainless Steel)

- a. Remove all pots from under the table.
- b. Scrub table tops, lower shelf and legs with a green abrasive pad and all-purpose cleaner.
- c. Wipe dry and shine with all purpose.
- d. Replace pots in a neat order.
- e. Empty out drawers and clean the inside, as well as the contents. Replace contents in a neat order.

7. TRASH CONTAINERS:

- a. Take out trash containers to the back outside area of the kitchen.
- b. Scrub the inside and outside of container with all purpose cleaner.
- c. Hose down to rinse, turn upside down and allow to dry.

8. UTILITY BINS:

- a. Roll bins out from the storage area.
- b. Clean bin covers with damp rag. Scrub heavy accumulated food particles when necessary.

9. REACH-IN REFRIGERATOR:

- a. Remove all food containers.
- b. Wipe inside walls, flooring and shelves with all-purpose cleaner and green abrasive pad. Wipe off excess water with a rag, rinsing rag until soap residues are gone. Wipe with a clean dry rag.
- c. Replace all food containers to their respective shelves in a neat order.
- d. Remove all equipment on top of refrigerator, wipe the surface with a damp cloth and all purpose cleaner. Do the same on the outside doors and outside walls.

10. DISHWASHING MACHINE:

- a. Turn off machine after all sanitizing is done, and drain water off the tank.
- b. Open machine and remove all strainers and drain plug. Remove all food particles from the strainer.
- c. Remove all spray arms and un-clog all spray nozzles (use the sprayer by the dishwasher to clean the spray tube.)
- d. Scrub inside walls with all-purpose cleaner.

- e. Remove end curtain and soak in deep sink with one cup of bleach.
- f. Rinse inside walls with water.
- g. Replace all parts.

11. MIXING MACHINE:

- a. Scrub the food mixer with degreaser and green abrasive pad. Pay special attention to the agitating unit.
- b. Rinse with water and wipe dry.

12. SPICE SHELF:

- Take out all spice containers from the shelf. Wipe containers with a damp cloth. Clean shelf with all-purpose cleaner. Wipe dry with a clean rag. Replace all containers.

13. BATHROOM - "RUBBER GLOVES MUST BE WORK", DISCARD WHEN DONE:

- a. Wash basin and mirror, rinse and wipe dry (use glass cleaner to shine the mirror).
- b. Scrub toilet bowl and seat (inside and out), rinse, dry with a clean rag. Empty trash and replace trash bin.

14. WALLS:

- a. Hose down walls behind the grill and stove area to wash out debris. Throw hot water and all purpose cleaner and scrub wall and floor with a straw broom, hose down to rinse.
- b. Wipe dry with a clean rag, shine walls when dried and stainless steel polish and a clean, dry rag.

15. FLOOR:

- a. Throw hot water with all-purpose cleaner. (DO NOT USE CLEANSER; IT WILL LEAVE A WHITE RESIDUE WHEN DRIED.)
- b. Scrub thoroughly paying attention to corners, under tables, under the ovens and under the dishwasher.
- c. Use the squeegee to drive water into the drain.
- d. Wring out mop as dry as possible before moping the floor, change mop water repeatedly.

- e. Remove drain covers and clean the drain. Pour one (1) cup of bleach in each drain.

16. DRY STOREROOM AND WALK-IN REFRIGERATORS:

- Sweep, mop and tidy up contents.

17. ICE MACHINE:

- a. Clear the top of the machine and wipe down with a damp cloth.
- b. Clean the outside door (black cover) with a scrub brush and all-purpose cleaner. Wipe dry with a clean rag. Clean outside walls of the machine with all-purpose cleaner and a damp cloth. Shine outside walls with a glass cleaner.

18. UTILITY ROOM:

- Brush off shelves, sweep and mop floor and tidy up contents.

19. SINKS:

- a. Clear drain free of debris, scrub the inside with hot water and all-purpose cleaner, and then rinse with hot water.
- b. Scrub deep sink by the utility room with scouring powder and green abrasive pad, rinse with hot water.

20. DRAINS ON THE FLOOR:

- a. Clean covers of drains with Brillo pads.
- b. Pour one cup of bleach down drain then rinse with water.
- c. Replace drain covers.

*ADDITIONAL INSTRUCTIONS WILL BE GIVEN TO THE SENIOR INSTITUTIONAL COOK IN CHARGE OF THE CLEAN-UP ON A WEEKLY OR BI-WEEKLY EQUIPMENT CLEANING SCHEDULE.

Saturday Major Dining Room Clean-Up Guidelines

The following items may be completed in any order. Many projects can be undertaken at the same time. Most projects inside the dining room should be completed prior to mapping or buffing the floors.

- 1. Clear all items from the tables as usual.
- 2. Carry all tables outside. The tabletops, stems and base are to be cleaned with all-purpose cleaner and a moist rag.

- 3. Carry all chairs outside. The chairs are to be wiped down with all-purpose cleaner and a moist rag. All surface areas, top and bottom, are to be cleaned. Scrape any dirt and wax residue off the feet of the chairs and clean with soapy water and hose off.
- 4. Clean off all ledges, inside and out with all-purpose cleaner and a moist rag. The ledges include above the doors and above and below the windows.
- 5. Using glass cleaner and paper (newspaper or paper towels), clean all windows inside and out.
- 6. Wipe down all walls with all-purpose cleaner and a moist rag. Pay special attention to splatters and spills around the trashcans.
- 7. Clean the baseboards with all-purpose cleaner and a scrub pad or moist rag.
- 8. Clean the coffee pot/sink area with all-purpose cleaner and a moist rag. Clean the upper and lower shelves. Clean off the toaster (use no cleaner on the interior of the toaster).
- 9. Clean out the broom closet. Re-fill spray bottles. Re-stock cleaning supplies as needed. The kitchen supplies are kept in the kitchen storeroom and must be obtained from the kitchen staff.
- 10. Detail the edges and corners of the floor. Use a scraper or scrub pad to remove built up wax and dirt.
- 11. Sweep and mop the floors thoroughly. Use clean mop heads. Change dirty mop water as needed. Dirty mop water is to be dumped down the kitchen floor drains, not onto the dirt or street. Drain is located behind kitchen area.
- 12. Replace tables and chairs after floors have dried.
- 13. Set up tables as usual with silverware.