

Appendix D Orientation Checklist

User Orientation – review to be completed by the Hub with the user before using the facility for processing. Detail processes are included in the Hub binder.

General

- General Safety
- Sickiness/Injury
- Guest Policy
- Member Inspection
- Member compliance
- Parking
- Services/Rates
- Fines
- Facility Tour
- Invoices/Due Dates
- Access Hours
- Loading/Unloading
- Access Hours
- Documentation
- Keys/Alarm Code
- WiFi
- Booking/Cancellations/Changes
- Emergency Procedures

Kitchen

- Staff hygiene and uniform
- Safe food handling
- Food labelling
- Clean vs. sanitary
- Chemicals/PPE
- Dishwashing procedure
- Knife storage
- Eating and drinking in production areas
- Receiving
- Drugs and alcohol
- Persons under 16
- Fire extinguisher
- Fire suppression
- First aid kit/incident forms
- Oil disposal
- Garbage/recycling/compost
- Linens
- Packaging

Equipment

- Gas range
- Gas kettle
- Gas Combi oven
- Floor mixer
- Dishwasher
- Dehydrator
- Dough sheeter
- Dough proofer

Storage

- Refrigerator
- Dry storage
- Freezer

Date of orientation _____

Hub representative _____

User representative _____