



RESOURCE LIBRARY - STEWARDING
Organizing Mise en Place餐前准备

CODE: 03.16.011

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ON: 1

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Standard:

All mise en places must be completed as per check list and each workstation must be set up as per the following guidelines before the start of every service or function.

标准:

在开餐前所有餐前准备工作必须完成，工作区域必须按照工作大纲安排好。

Procedures:

1. Dish washing area.

- Deliver clean dishes to each outlet.
- Use dishwasher to wash the utensils.
- Change the dirty water if needs.
- Completely clean the dishwasher then refresh water.
- Clean the workstation and sink.
- Prepare enough glasses racks and trolleys to remove dishware.
- Change the rubbish bins in time.
- Check the status and temperature of dishwasher.
- Prepare chemical liquid 5 minutes in advance before buffet start.
- Clean the sterilization cabinet and shelves.
- Scrape the floor and dry up.
- Prepare enough detergent for use.

2. Pot / pan washing area.

- Scrape floor and sink.
- Tidy up the storage area.
- Refresh rubbish bin.
- Scrub the floor and wipe dry.
- Prepare hot water in the sink with detergent 5 minutes in advance before buffet start.

程序:

1. 洗碗间:

- 将所有干净的器具送到需要的地方。
- 用洗碗机清洗所有的预泡盆。
- 如有必要将水放掉换水。
- 清洁洗碗机并重新加水。
- 清洁工作台面和水池。
- 为清洗和搬运餐具准备正确、充足的杯筐和干净的推车。
- 确保垃圾桶干净，如有必要更换垃圾筒。
- 检查洗碗机的主洗和过水温度。
- 在开餐前5分钟准备浸泡液。
- 清洁保洁柜和架子。
- 清洁地面并使其干燥。
- 确保清洁剂和催干剂充足。

2. 洗锅间:

- 清洁清洗池和台面。
- 清理存放区使其整洁。
- 更换垃圾筒。
- 清洁地面并使其干燥。
- 在服务开始前 5 分钟给清洗池里加上热水和清洁剂。



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3. Public areas.
 - Mop the floor and wipe dry.
 - Change the rubbish bin in time.
 - Clean the workstation and sink.
 - Check all the dishware for service line is enough or not.
4. Miscellaneous.
 - Trolley and glasses rack.
 - Rag and hand towel paper.
 - Detergent and cleaning work tools.
5. Ask chef for any requests.

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3. 公共区域：
 - 清洁地面并使其干燥。
 - 确保垃圾桶干净，如有必要更换垃圾筒。
 - 清洁所有工作台和水池。
 - 检查所有服务器具是否充足、整洁。
4. 其它：
 - 推车和杯筐座。
 - 抹布和擦巾。
 - 清洁剂和清洁工具。
5. 询问厨师长任何特别要求。

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