

Procedure Checklist

Getting Started

- Introduce yourself to the Kitchen Superintendent
- Locate your kitchen
(Remember the judge will be evaluating the activity from the time you enter the kitchen until you leave.)
- Place your bags or boxes of materials on a chair or the floor
- Pull your hair back or cover with a scarf or net
- Wash your hands
- Introduce yourself to the Judge
- Give worksheets and recipes to your judge
- Run a sink of soapy dish water
- Put on your apron
- Sanitize the counters and other surface
- Unpack your box, putting perishable items in the refrigerator
- Check the kitchen to make sure all equipment is working properly
- If you have any questions you may ask the judge or superintendent (not family members)

Starting Food Preparation

- Wash your hands
- Rinse & Sanitize any dishes or equipment brought from home
- Preheat oven, if needed
- Wash fruits and vegetables
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Setting the Table

- Wipe and sanitize the table
- Place the table cloth or placemats and centerpiece
- Arrange dishes, silverware, cups and napkins
- Put flatware serving pieces on the table
- Place food in serving dishes
- Use trays to carry dishes to the table

Serving the Food Product/Meal

- Remove your apron
- Seat the judge and guests at the table
- Serve Drinks
- Sit down to eat
- Clear away any dishes and large serving bowls before you serve dessert

Cleaning Up

- Put your apron back on
- Use trays to remove food and dishes from the table
- Remove the table setting and store
- Wipe table
- Store any leftovers properly
- Scrape plates and other dishes as needed into the waste container.
- Use clean, hot water to wash and rinse dishes
 - Glasses or cups
 - Silverware/Serving Flatware
 - Meal Dishes
 - Cooking or baking dishes
- Change the dish water as needed
- Sanitize Dishes
- Wipe down all counters, range, oven, and sinks to make sure they are clean
- Check to make sure you have packed all items that are yours
- Return kitchen items to their proper location.
- Sweep floor
- Empty the waste container into a garbage can and reline the container.

Interview with the Judge

- Allow 10–15 minutes to talk to the judge about your 4-H food activity experience.
- Remove your belongings