

Staff Kitchen

Code: ANCMF-AU-ACF-SK-01 • Facility: Aged Care Facility • Frequency: daily

Scope of Work

- Dust all surfaces including countertops, shelves, and appliances.
- Sanitize all food preparation areas and surfaces.
- Clean and sanitize sinks and faucets.
- Wipe down and sanitize all kitchen appliances externally.
- Empty and sanitize waste bins.
- Vacuum and mop floors.
- Clean and sanitize tables and chairs.
- Ensure all cleaning materials are stored safely and correctly after use.

Method

1. Begin by dusting all surfaces using a microfiber cloth to capture dust particles.
2. Apply a food-safe sanitizer to all food preparation areas and allow it to sit for the recommended contact time before wiping clean.
3. Clean sinks and faucets with a non-abrasive cleaner, followed by a sanitizer.
4. Wipe down the exterior of all kitchen appliances with a damp cloth and a mild detergent, then sanitize.
5. Empty waste bins, replace liners, and sanitize the interior and exterior of the bins.
6. Vacuum the floor to remove debris, then mop using a suitable floor cleaner and sanitizer.
7. Wipe and sanitize tables and chairs, ensuring all surfaces are thoroughly cleaned.
8. Store all cleaning equipment and materials in designated storage areas, ensuring they are clean and ready for next use.

Equipment

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| • Microfiber cloths | • Mild detergent | • Trash bags |
| • Food-safe sanitizer | • Vacuum cleaner | |
| • Non-abrasive cleaner | • Mop and bucket | |

Quality Criteria

Excellent	All surfaces visibly clean, no dust, stains, or debris. Pleasant appearance with no odors. All cleaning tasks completed to highest standard.
Good	Most surfaces clean with minimal dust or minor marks. Generally tidy appearance. All major cleaning tasks completed satisfactorily.
Pass	Basic cleaning completed, surfaces generally clean but may have some minor dust or marks. Acceptable standard for routine operations.
Fail	Visible dirt, stains, or debris present. Unacceptable odors or untidy appearance. Cleaning tasks incomplete or inadequate. Requires immediate re-cleaning.