

## Staff Kitchen

Code: ANCMF-AU-CO-SK-01 • Facility: Commercial Office • Frequency: daily

### Scope of Work

- Dusting all surfaces including benchtops, shelves, and appliances.
- Wiping and sanitising benchtops, tables, and chairs.
- Cleaning and sanitising sinks and taps.
- Emptying and sanitising rubbish bins and replacing liners.
- Cleaning and sanitising kitchen appliances such as microwaves, fridges, and dishwashers.
- Mopping floors with appropriate cleaning solution.
- Ensuring all cleaning is performed using a colour-coded cleaning system to prevent cross-contamination.

### Method

1. Prepare the cleaning trolley with all necessary supplies, ensuring colour-coded cloths and mops are used.
2. Dust all surfaces using a microfibre cloth, starting from the highest point and working downwards.
3. Wipe and sanitise all benchtops, tables, and chairs using a disinfectant solution.
4. Clean and sanitise sinks and taps, ensuring no water spots or stains remain.
5. Empty rubbish bins, sanitise the interior and exterior, and replace liners.
6. Clean kitchen appliances, ensuring all food residues and stains are removed.
7. Mop the floor using a neutral pH cleaner, ensuring no streaks or residue remain.

### Equipment

- |                                    |                                 |                      |
|------------------------------------|---------------------------------|----------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner      | • Cleaning trolley   |
| • Disinfectant solution            | • Colour-coded mops and buckets | • Rubbish bin liners |

### Quality Criteria

| Performance Level | Criteria                                                                                                                                                                      |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <b>Excellent</b>  | All surfaces are visibly clean and free of dust, stains, and smudges. No odours present. Rubbish bins are empty and sanitised. Floors are spotless with no streaks.           |
| <b>Good</b>       | Surfaces are mostly clean with minor dust or smudges. No strong odours. Rubbish bins are empty but may have minor residue. Floors are clean with minimal streaks.             |
| <b>Pass</b>       | Surfaces have some dust or smudges. Mild odours may be present. Rubbish bins are not overflowing but may have visible residue. Floors have visible streaks or residue.        |
| <b>Fail</b>       | Surfaces are visibly dirty with dust, stains, or smudges. Strong odours present. Rubbish bins are overflowing or unsanitised. Floors are dirty with visible dirt and residue. |