

Tuckshop

Code: ANCMF-AU-EF-T-03 • Facility: Education Facility • Frequency: daily

Scope of Work

- Sanitising all food preparation surfaces and equipment.
- Cleaning and sanitising sinks and taps.
- Wiping down and sanitising all benches and tables.
- Mopping floors with appropriate cleaning solution.
- Emptying and sanitising rubbish bins.
- Cleaning and sanitising door handles and light switches.
- Dusting and wiping down all visible surfaces.
- Ensuring all cleaning is conducted using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with all necessary equipment and cleaning agents.
2. Use colour-coded cloths to wipe down and sanitise all surfaces, starting with food preparation areas.
3. Sanitise sinks and taps using appropriate cleaning agents.
4. Mop floors using a sanitising solution, ensuring no residue is left.
5. Empty rubbish bins, replace liners, and sanitise bin surfaces.
6. Clean and sanitise door handles and light switches.
7. Conduct a final inspection to ensure all areas meet cleanliness standards.

Equipment

- Colour-coded cleaning cloths and mops.
- Sanitising solutions compliant with Food Standards Australia New Zealand.
- Cleaning trolley.
- Rubbish bin liners.
- Personal protective equipment (PPE).

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and sanitised, no residue or streaks; bins are empty and sanitised; no odours present; floors are spotless and dry; all high-touch areas are sanitised.
Good	Surfaces are clean with minimal residue; bins are empty; minor odours may be present; floors are clean with minor spots; most high-touch areas are sanitised.
Pass	Surfaces are generally clean but may have some residue; bins are emptied but not sanitised; noticeable odours; floors have visible spots; some high-touch areas are sanitised.
Fail	Surfaces are visibly dirty; bins are full or not sanitised; strong odours present; floors are dirty; high-touch areas are not sanitised.