

Staff Kitchen

Code: ANCMF-AU-GB-SK-01 • Facility: Government Building • Frequency: daily

Scope of Work

- Dust all surfaces including benchtops, shelves, and appliances.
- Wipe and sanitise benchtops, tables, and chairs.
- Clean and sanitise sinks and taps.
- Empty and sanitise rubbish bins, replace liners.
- Clean and sanitise kitchen appliances (e.g., microwave, fridge exterior).
- Mop floors with appropriate cleaning solution.
- Spot clean walls and splashbacks.
- Ensure all cleaning is performed using colour-coded cleaning systems to prevent cross-contamination.

Method

1. Prepare cleaning trolley with necessary equipment and supplies, ensuring all items are clean and in good condition.
2. Dust all surfaces using a microfibre cloth, starting from high surfaces and working downwards.
3. Wipe and sanitise benchtops, tables, and chairs using a food-safe sanitiser.
4. Clean sinks and taps with a non-abrasive cleaner, then sanitise.
5. Empty rubbish bins, replace liners, and sanitise bin interiors and exteriors.
6. Clean kitchen appliances with appropriate cleaners, ensuring no residue is left.
7. Mop floors using a neutral pH floor cleaner, ensuring no excess water remains.
8. Spot clean walls and splashbacks with a damp cloth and appropriate cleaner.

Equipment

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|------------------------------------|----------------------------|---------------------|
| • Microfibre cloths (colour-coded) | • Neutral pH floor cleaner | • Mop and bucket |
| • Food-safe sanitiser | • Cleaning trolley | • Dustpan and brush |
| • Non-abrasive cleaner | • Rubbish bin liners | |

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free of dust, stains, and smudges. No odours present. Floors are spotless and dry. Rubbish bins are empty and sanitised. Appliances are clean and free of residue.
Good	Surfaces are mostly clean with minor dust or smudges. No strong odours. Floors are clean with minimal wet spots. Rubbish bins are empty but may have minor marks. Appliances are mostly clean.
Pass	Surfaces have some dust or smudges. Mild odours may be present. Floors are mostly clean but may have some wet spots. Rubbish bins are emptied but not sanitised. Appliances have some residue.
Fail	Surfaces are visibly dirty with dust, stains, or smudges. Strong odours present. Floors are dirty or wet. Rubbish bins are full or unsanitised. Appliances are dirty with visible residue.