

Staff Cafeteria

Code: ANCMF-AU-H-SC-03 • Facility: Hospitality • Frequency: daily

Scope of Work

- Dust all surfaces, including tables, chairs, and counters.
- Sanitise all food preparation and serving areas.
- Clean and sanitise sinks and taps.
- Empty and clean rubbish bins, replacing liners as needed.
- Vacuum and mop floors, ensuring no residue or spills remain.
- Wipe down and sanitise all high-touch areas, including door handles and light switches.
- Ensure all cleaning is conducted using a colour-coded system to prevent cross-contamination.
- Check and refill soap dispensers and hand sanitisers.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and allergens.
2. Sanitise food preparation and serving areas with a food-safe sanitiser, ensuring all surfaces are left to air dry.
3. Clean sinks and taps with a non-abrasive cleaner, followed by a sanitiser.
4. Empty rubbish bins, clean with a disinfectant, and replace liners.
5. Vacuum floors to remove debris, then mop using a neutral pH floor cleaner.
6. Wipe high-touch areas with a disinfectant wipe, ensuring surfaces remain wet for the recommended contact time.
7. Use colour-coded cloths and mops to prevent cross-contamination between different areas.
8. Check soap dispensers and hand sanitisers, refilling as necessary.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths and mops
- Vacuum cleaner
- Neutral pH floor cleaner
- Food-safe sanitiser
- Disinfectant wipes
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust and debris. No odours present. Floors are spotless with no residue. High-touch areas are sanitised and dry. Rubbish bins are empty and clean. Soap dispensers and sanitisers are full.
Good	Surfaces are mostly clean with minimal dust. No strong odours. Floors are clean with minor spots. High-touch areas are sanitised. Rubbish bins are emptied. Soap dispensers and sanitisers are mostly full.
Pass	Surfaces have some dust. Mild odours may be present. Floors have some residue. High-touch areas are mostly sanitised. Rubbish bins are not overflowing. Soap dispensers and sanitisers are partially full.
Fail	Surfaces are dusty and dirty. Strong odours present. Floors are dirty with visible residue. High-touch areas are not sanitised. Rubbish bins are overflowing. Soap dispensers and sanitisers are empty.