

POS Counter

Code: ANCMF-AU-R-PC-01 • Facility: Retail • Frequency: daily

Scope of Work

- Dust all surfaces including the counter, shelves, and equipment.
- Wipe down and sanitise the counter surface using a colour-coded cleaning system to prevent cross-contamination.
- Clean and sanitise electronic equipment such as EFTPOS machines, keyboards, and screens.
- Empty and clean rubbish bins, ensuring liners are replaced.
- Spot clean any visible stains or spills immediately.
- Ensure all cleaning activities are logged and documented as per Australian workplace health and safety requirements.

Method

1. Prepare the area by removing any items from the counter surface.
2. Dust all surfaces using a microfibre cloth to capture dust particles effectively.
3. Apply a suitable sanitising solution to a clean cloth and wipe down the counter surface, ensuring all areas are covered.
4. Use a separate cloth to clean electronic equipment, ensuring no liquid enters the devices.
5. Empty rubbish bins, replace liners, and clean the bin exterior with a disinfectant wipe.
6. Inspect the area for any remaining stains or spills and address them promptly.
7. Document all cleaning activities in the cleaning logbook.

Equipment

- Microfibre cloths (colour-coded)
- Disinfectant wipes
- Cleaning logbook
- Sanitising solution
- Rubbish bin liners

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are visibly clean and free from dust, stains, and smudges. No odours present. Electronic equipment is spotless and operational. Rubbish bins are empty and clean.
Good	Surfaces are mostly clean with minor dust or smudges. No strong odours. Electronic equipment is clean with minor fingerprints. Rubbish bins are empty with clean liners.
Pass	Surfaces have some dust or smudges. Mild odours may be present. Electronic equipment has visible fingerprints. Rubbish bins are not overflowing but may have minor residue.
Fail	Surfaces are visibly dirty with dust, stains, or smudges. Strong odours present. Electronic equipment is dirty or malfunctioning. Rubbish bins are overflowing or dirty.