

Staff Kitchen

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

Scope of Work

- Dusting all surfaces including benchtops, shelves, and appliances.
- Wiping and sanitising all benchtops, tables, and chairs.
- Cleaning and sanitising sinks and taps.
- Emptying and sanitising rubbish bins.
- Mopping floors with appropriate cleaning solution.
- Cleaning and sanitising microwave, fridge, and other kitchen appliances.
- Ensuring all cleaning is conducted using a colour-coded cleaning system to prevent cross-contamination.

Method

1. Begin by dusting all surfaces using a microfibre cloth to capture dust and debris.
2. Wipe down all benchtops, tables, and chairs with a sanitising solution, ensuring all surfaces are thoroughly cleaned.
3. Clean and sanitise sinks and taps using a non-abrasive cleaner to remove stains and prevent limescale build-up.
4. Empty rubbish bins, replace liners, and sanitise the interior and exterior of the bins.
5. Mop the floor with a neutral pH cleaner, ensuring no residue is left behind.
6. Clean the interior and exterior of kitchen appliances, paying special attention to handles and frequently touched surfaces.
7. Ensure all cleaning tools and equipment are cleaned and stored properly after use.

Equipment

- Microfibre cloths
- Colour-coded cleaning cloths
- Sanitising solutions
- Neutral pH floor cleaner
- Bucket and mop
- Rubbish bin liners
- Cleaning trolley

Quality Criteria

Performance Level	Criteria
Excellent	All surfaces are spotless with no visible dust or stains. No odours present. Rubbish bins are empty and sanitised. Floors are clean with no residue. Appliances are free from fingerprints and food residue.
Good	Minor dust or smudges on surfaces. No strong odours. Rubbish bins are empty but may have minor marks. Floors are mostly clean with minimal residue. Appliances have minor fingerprints.
Pass	Noticeable dust or smudges on surfaces. Mild odours present. Rubbish bins are not overflowing but not sanitised. Floors have visible residue. Appliances have visible fingerprints and some food residue.
Fail	Surfaces are visibly dirty with dust and stains. Strong odours present. Rubbish bins are overflowing and unsanitised. Floors are dirty with significant residue. Appliances are dirty with food residue and fingerprints.