

# WEEKLY STORE CLEANING - FOH

Write Your Name or Initials in the Space Provided (Do Not Tick)

MONDAY	
SOAK - Whiteware chemical: Soak espresso cups and regular mugs overnight	Cabinet (VMC) - REFER TO TCC CLEANING LAMINATE: Clean inside and out, underneath stainless steel base, glass and door seals
Ice machine: Clean filter	Cabinet (VMC): Clean filter
Salt and pepper grinders: Wipe and refill	Cake tags: Clean silver holder and remove stickers (replace if necessary)
Storeroom: Clean and organise (No boxes on the floor)	Cookie jars: Empty and clean (if applicable)
TUESDAY	
SOAK - Whiteware chemical: Soak large mugs, tea pots, strainers and milk jugs overnight	VIP Station: Clean shelves, sides and base/feet. Restock kids colouring and pencils. Throw away ripped or old magazines
Tables: Clean edge, base and legs. Remove chewing gum.	Wine bottles: Wipe
Drink fridge: Clean inside, glass, door seals and rotate stock.	Shelves behind counter and displays: Wipe
WEDNESDAY	
SOAK - Whiteware chemical: Soak water, beer can and latte glasses	Cupboards: Unpack, clean and reorganise
Light fittings and lights: Check, dust and clean	Air vent grate: Dust (if possible, remove and wash)
Windows and mirrors: Clean	Door frames and tracks at entrance: Scrub and clean
Standing signs (Menu and NP): Dust and remove stains	Cobwebs: Clean - Check all corners inside, at entrance and outside
Chairs, sofas and couches: Wipe down (including feet). Remove chewing gum	
THURSDAY	
SOAK - Whiteware chemical: Soak saucers and small white plates	Sanitising buckets: Polish
Handwash and sink area: Scrub and clean	Syrup pumps: disassemble and soak overnight
Drains: Scrub covers and inside. Rinse with hot water	Blender: Detail clean (Rubber base removed)
Promo material: Ensure correct material available	Skirting boards: Wipe over all
TCC Brochures: Refill VIP, Loyalty cards, Gift cards	Toilets: Detail clean: Doors, door handles, walls, skirting boards, sink, mirror, vents, soap & paper towel dispensers, and baby changing table (if applicable)
FRIDAY	
Cash drawer: Detail clean drawer and surrounding	Light switches: Wipe over
Under counter shelves: Unpack, clean and reorganise	Prints and frames: Dust and polish
Trays: Wash black serving trays, cutlery trays and grey cutlery boxes	Walls: Wipe all walls, including outdoor area
	Door frames: Dust, scrub and clean, including kickplates
SATURDAY	
Pots and plants: Remove rubbish and cigarette butts	Office desk: Unpack, declutter, clean and reorganise
Safe: Wipe over	Manuals: Wipe down
Stereo: Wipe over	Phone and printer: Wipe over
SUNDAY	
Highchairs: Detail clean and sanitise	Bell and spikes: Clean
Stock room and stock areas: Clean and reorganise	Milk fridge: Clean inside, glass and door seals
Water bottles: Soak in hot water overnight	Toilets: Detail clean: Doors, door handles, walls, skirting boards, sink, mirror, vents, soap & paper towel dispensers, and baby changing table (if applicable)
Foor mat: Scrub, clean and dry	
MONTHLY	
Table caddies and cutlery holders: Detail clean and wipe dry (DO NOT WASH IN DISHWASHER)	
Ice machine: Empty and detail clean	
Ice cream freezer: Defrost and clean	
<b>COMMENTS:</b>	