

BACK OF HOUSE – DAILY DUTIES.

Write your name or initials in the space provided. Do not tick.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Food preparation areas							
Hand wash area and sinks: Wash, scrub plughole and taps. Sanitise.							
Benches and work station: Unpack, clean, sanitise and organise.							
Shelves (Kitchen and prep area): Unpack, clean, sanitise and organise.							
Bread drawer: Clean and sanitise inside, sides, and hinges.							
Shakers (Seasoning and icing sugar): Empty, wash, dry, and refill.							
Knives: Check sharpness. Sharpen if required.							
Chopping boards: Scrub and sanitise.							
Rubbish bins: Empty, scrub out interior and exterior							
Equipment							
Walk in fridges (If applicable): Clean and sanitise all interior and exterior surfaces. Clean fan. Reorganise all shelves.							
Fridges and freezers: Detail clean all doors, seals, hinges, remove racks and shelves, and metal containers. Clean and sanitise all interior and exterior surfaces.							
Record fridge and freezer temperatures in Store Log Book.							
Impinger: Dry brush the conveyor belt to get rid of food debris.							
Remove tray, wash and change foil.							
Soapy water bath for impinger trays - Change water often.							
Check time and temperature. Follow methods as per Good Food Manual .							
Deep fryer: (Refer to TCC cleaning laminate).							
Skim or filter oil several times during the day. Close the cooled down oil with fryer lid at end of day.							
Wash baskets in dishwasher and wipe all sides of fryer including inside door.							
Check oil temperature and record in Store Log Book.							
Big dipper: Complete daily clean (<i>Refer to TCC cleaning laminate</i>).							
Salamander: Remove tray, wash, and change foil.							
Wipe top, sides, and underneath.							
Stove: Scrub grill tops to remove burnt oil residue.							
Wipe all sides of stove/oven.							
Microwave: Clean and sanitise inside, top, sides and underneath							
Dishwasher machine: Clean interior and exterior (<i>Refer to TCC cleaning laminate</i>).							
Dishwash area: Clean bench, shelves and walls. Reorganise area.							
Equipment/shelving legs and feet: Clean all							
Floors, walls, and ceilings							
Light covers, fittings, and switches: Check for insects and dust. Clean if required.							
Air vent grates (Ceilings): Check for dust. Clean/dust if required (if possible, remove and wash).							
Walls and skirting boards/kick plates: Clean and polish stainless steel (including behind equipment).							
Doors: Clean kitchen access door, handles, hinges and kickplates							
Food pass, docket rail/docket printer: Wipe and sanitise. Ensure paper rolls available.							
Safety tools: Wipe fire extinguisher, fire blanket and first AID box							
Paper towels, soap and sanitiser dispensers: Clean and top up.							
Floors: Sweep, scrub and mop (Pull equipment and shelves forward).							
Mop: Wash in hot soapy water & hang to dry (Empty bucket when finished).							

Toilet cleaning roster

- Conduct regular toilet cleanliness and hygiene checks and record as per below.

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Open							
Mid morning							
Lunch							
After lunch							
Mid afternoon							
Pre-dinner							
Close							