

FRONT OF HOUSE – DAILY DUTIES

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

	Mon	Tue	Wed	Thu	Fri	Sat	Sun
Dining room							
VIP Station: Clean shelves, sides and base/feet. Restock kids colouring and pencils.							
Ensure VIP station is stocked and tidy with newspapers available. Recycle old magazines and newspapers.							
Set up water station with cold water and water glasses. Refresh throughout the day).							
Tables, chairs, and couches: Clean and sanitise edge, base and legs, Check for and remove chewing gum.							
Set tables and chairs as per store layout (including outdoor area).							
Table caddies and cutlery holders: Check for any rubbish. Wipe clean (do not wash in dishwasher).							
Refill sugar bowls and grinders, and restock cutlery throughout the day.							
Check all menus - Wipe clean if necessary.							
Glass, windows, window frames, and mirrors: Wipe down and always remove finger marks.							
Entry doors, door frames, tracks, and kickplates: Clean and ensure it is presentable.							
Pots and plants: Remove rubbish and cigarette butts (outdoor pots)							
High chairs: CLEAN AND SANITISE AFTER EACH USE							
Internal dining room							
Back benches:							
Hand wash area, sinks, and ice well: Wash, scrub plughole and taps. Sanitise.							
Paper towel, soap and sanitiser dispenser: Clean and top up.							
Cupboard doors and shelves: Wipe clean and sanitise.							
FoH tools: Wash in dishwasher and sanitise. Check water in buckets with cake utensils, ice cream/ice scoop and refill if required. Utensils soaked in sanitised water							
Sanitising buckets: Polish. Fill/refill buckets with warm water and sanitiser for chux cloths throughout the day.							
Back benches: Fill all necessary stock: recyclable straws, takeaway cups and lids, and napkins.							
Syrup bottles: Clean bottles, pumps, and walls behind							
Counter:							
Counter walls: Remove all scuff marks, wipe all wooden and granite areas, and ensure signage is dust free.							
Trays: Check all serving trays, cutlery trays, and grey cutlery boxes. Wash if required.							
Bell and spikes: Empty spikes and clean.							
Rubbish bins: Empty, scrub interior and exterior, and walls behind bin.							
Shelving:							
Red wine bottles: Wipe, check stock, and ensure opened bottles are dated and used within 3 days.							
Tea canisters: Wipe and refill if necessary. Ensure black tag is in good condition.							
Equipment							
Cabinet (VMC): Refer to TCC cleaning laminate.							
Clean inside and out, underneath stainless steel base, glass and door seals.							
Cake tags: Clean silver holder and remove stickers (replace if necessary).							
Rotate and replenish stock according to day-part. Replenish savouries if required.							
Cookie jars: Empty and clean (If applicable)							
Milk fridge: Wipe inside, outside, handles, and seals. Wipe cupboard and shelf around fridge.							
Rotate and stock up.							
Drink fridge: Wipe inside, outside, handles, and seals. Wipe cupboard and shelf around fridge.							
White wine bottles: Wipe clean, and ensure opened bottles are dated and used within 3 days.							
Rotate stock and restock fridge if required.							
Water jugs/bottles: Wash and refill							
Ice machine: Clean filter (<i>Refer to TCC cleaning laminate</i>).							
Microwave: Clean inside, outside and underneath							
Blenders: Clean and sanitise jugs, lids, rubber bases (remove to clean) ,and shields							
Toilets							
Clean doors and handles, walls, skirting boards, sink, mirror, soap & paper towel dispenser, and baby changing table.							
Top-up: Paper towel, toilet paper, soap and sanitiser dispensers							
Floors, walls, ceilings, and signage							
Light fittings, lights, and light switches: Check for insects and dust. Clean if required.							
Air vent grates (Ceiling): Check for dust. Clean/dust if required (if possible, remove and wash).							
Walls and skirting boards/kick plates (indoor and outdoor): Check. Dust and clean if required.							
Cobwebs: Check all corners inside, at entrance and outside. Dust and clean if required.							
Prints, frames, menu boards: Check. Dust and wipe if required.							
Floors: Vacuum, sweep, and mop floors (This should be done after all customers have cleared the store).							
Floor mat: Vacuum. Check if scrub/wash is required to remove spots.							
Empty and clean vacuum cleaner after every use.							
SOAK - Follow the instruction of the daily block which indicates the items to be soaked. Sign over the instruction once completed. Use Powder Chlor chemical to soak cutlery and crockery.							
	Espresso cups, regular mugs	Large mugs, tea pots, strainers, milk jugs	Water glasses, beer can glasses, latte glasses.	Saucers, all white plates			Water bottles, syrup pumps (disassemble)