

WEEKLY STORE CLEANING – FOH & BOH

- The below duties should be completed at the most convenient time of the week for your store.
- When detail cleaning equipment, check all parts are fully functional. Report faulty equipment.
- Write your name or initials in the space provided (Do Not Tick).

Front of House

Duty	Date	Sign	Note
Weekly			
Counter shelves/cupboards, and displays: Unpack, wipe clean, and reorganise display.			
Standing (menu and NP) and outdoor signs/lightboxes: Dust and remove stains.			
Cash drawer: Detail drawer and surrounding area.			
Music system: Wipe over. Mind cords and volume control buttons.			
Office desk/area: Unpack, declutter, clean and reorganise.			
Phone and printer: Wipe over.			
Storeroom and stock areas: Clean and organise (No boxes on floor).			
Drains: Scrub covers and inside. Rinse with hot water.			
Equipment:			
Cabinet (VMC): Clean filter			
Fortnightly			
Under counter shelves: Unpack, clean, and reorganise			
Safe: Wipe over			
TCC manuals: Wipe over, let air dry, and reorganise.			
Monthly			
Equipment:			
Ice machine: Empty and detail clean (<i>Refer to TCC cleaning laminate</i>).			
Ice cream freezer: Empty, defrost, and detail clean (<i>Refer to TCC cleaning laminate</i>).			

Back of House

Duty	Date	Sign	Note
Weekly			
Dry stock shelves: Clean and rotate stock.			
Doors: Clean kitchen access door, handles, hinges and kickplates.			
Floor signs: Scrub and clean.			
Mop heads: Soak overnight (Remove heads from wooden sticks).			
Mop bucket: Scrub and clean.			
Drains: Scrub covers and inside. Rinse with hot water. Check for pest and follow necessary process to eliminate (Drain cleaner/Pest control service provider).			
Walk in fridge and freezers floors (If applicable): Scrub and clean.			
Equipment:			
Fridges and freezers: Dust and clean all filters.			
Bain fridge: Detail clean (<i>Refer to TCC cleaning laminate</i>).			
Big dipper: Empty tank and detail clean (<i>Refer to TCC cleaning laminate</i>).			
Dishwasher: Detail clean. (<i>Refer to TCC cleaning laminate</i>).			
Deep fryer: Detail clean and complete boil out (<i>Refer to TCC cleaning laminate</i>).			
Extractor/Hood vents: Detail clean (<i>Refer to TCC cleaning laminate</i>).			
Fortnightly			
PPE (Personal Protective Equipment): Clean and keep in one box			
Equipment:			
Dishwasher (descaling): (<i>Refer to TCC cleaning laminate</i>).			
Salamander: Detail clean (<i>Refer to TCC cleaning laminate</i>).			
Impinger: Detail clean (<i>Refer to TCC cleaning laminate</i>).			
Hob and oven: Detail clean (<i>Refer to TCC cleaning laminate</i>).			
Monthly			
Big dipper: Vacuum sediment from the bottom of the tank (Professional service)			