

Kitchens and canteens are high risk areas for bacteria and cross contamination. Consistent, thorough cleaning helps keep everyone safe and meets food hygiene standards. Follow the correct procedures and use the right equipment and products.

## 01 PREPARE THE AREA



- Check for any client specific instructions.
- Place a 'Cleaning in Progress' sign.
- Wear the correct PPE.
- Gather all required equipment and products.
- Remove any personal items and unnecessary clutter.

## 02 REMOVE DIRT & CONTAMINATION



- Remove and dispose of all rubbish.
- Clear and wipe all surfaces of loose crumbs and debris.
- Pay attention to corners, edges, shelves and backs of equipment.
- Use the correct products and allow the required contact time.

## 03 CLEAN & SANITISE SURFACES



- Clean all worktops, tables and splashbacks.
- Clean inside and outside of microwaves, fridges, kettles and toasters.
- Wash up sinks and taps.
- Use a suitable cleaner and disinfectant as required.
- Allow surfaces to air dry.

## 04 APPLIANCES & EQUIPMENT



- Clean exterior and handles of all appliances.
- Clean inside microwaves following manufacturer instructions.
- Check and clean coffee machines, water dispensers and fridges.
- Ensure appliances are switched off and safe to use.

## 05 FLOORS & FINISHING TOUCHES



- Sweep or vacuum the floor.
- Mop the floor using the correct product and method.
- Clean under tables and around appliances.
- Restock consumables – soap, paper towels, bin liners.
- Remove and replace bin liners.

## 06 CHECK & PRESENT TO STANDARD



- Check all areas to ensure tasks are complete.
- Ensure all surfaces are clean and dry.
- Remove the 'Cleaning in Progress' sign.
- Leave the kitchen clean, fresh and ready to use.
- Report any issues to your supervisor.

### BEFORE YOU LEAVE THE SITE



#### TASKS COMPLETE

Have all required tasks been completed?



#### WORK CHECKED

Have you checked all areas and standards?



#### EQUIPMENT STORED

Is all equipment clean, stored and ready for next use?



#### PROBLEMS REPORTED

Have you reported any issues, damage or hazards?



#### SITE SECURE

Are doors secure, lights off and site left as instructed?



### KNOWLEDGE CHECK

Circle the correct answer or write your response.

- 1 Why is it important to clean kitchens thoroughly?
- 2 Name three high risk areas in a kitchen.
- 3 What should you do before cleaning appliances?
- 4 What should you do if you find any damage or faults?



### TRAINING RECORD

I confirm that I have received, read and understood the content of Module 10 – Kitchen & Canteen Cleaning.

Employee Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_  
Trainer Name: \_\_\_\_\_ Date: \_\_\_\_\_  
Trainer Signature: \_\_\_\_\_ Date: \_\_\_\_\_

 This training does not replace site specific instructions or risk assessments. Always follow the rules and use your equipment as directed.