**COFFEE BAR**

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| **TASK** | **FREQUENCY** | **TOOLS/MATERIALS** | **CREW MEMBER** |
| Sanitise coffee machine touch pads, knobs and other frequent touch points | 15 minutes | Ready to Use No Rinse Quat Sanitiser, clean cloth | Barista |
| Sanitise serving counter and surrounds especially where customers may have touched | 15 minutes | Ready to Use No Rinse Quat Sanitiser, clean cloth | Barista |
| Ensure all crockery & glassware is sanitised in the dishwasher and stored away from contact areas |  |  | Barista |

**SIT-IN AREA**

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| **TASK** | **FREQUENCY** | **TOOLS/MATERIALS** | **CREW MEMBER** |
| Sanitise tables  | After *every* guest | Ready to Use No Rinse Quat Sanitiser, clean cloth | Wait staff |
| Sanitise chairs, especially frequent touch areas such as chair backs | Hourly | Ready to Use No Rinse Quat Sanitiser, clean cloth | Wait staff |
| Sanitise all other frequent touchpoints such as door handles, light switches and counters | Hourly | Ready to Use No Rinse Quat Sanitiser, clean cloth | Wait staff |
| Sweep & mop floors with disinfectant solution | Daily | Broom, 1:50 disinfectant solution, clean mop and bucket | Wait staff |

**ENTRY AREA**

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| **TASK** | **FREQUENCY** | **TOOLS/MATERIALS** | **CREW MEMBER** |
| Sanitise doors, door handles, handrails and all customer touch points | 15 minutes | Ready to Use No Rinse Quat Sanitiser, clean cloth | Wait staff |

**REGISTER**

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| --- | --- | --- | --- |
| **TASK** | **FREQUENCY** | **TOOLS/MATERIALS** | **CREW MEMBER** |
| Sanitise bench, register, POS devices, computer screens, keyboards, scanners and bag holders etc.  | 15 minutes | Ready to Use methylated spirits based cleaner safe on IT | Wait staff/barista |
| If cash is accepted hands should be sanitised after every transaction | After every transaction | Hand Sanitiser | Wait staff/barista |

**TAKE-AWAY WINDOW**

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| **TASK** | **FREQUENCY** | **TOOLS/MATERIALS** | **CREW MEMBER** |
| Sanitise counters and all customer touch points inside and outside | 15 minutes | Ready to Use No Rinse Quat Sanitiser, clean cloth | Wait staff |

**OUTDOOR AREA**

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| **TASK** | **FREQUENCY** | **TOOLS/MATERIALS** | **CREW MEMBER** |
| Sanitise outdoor tables | After *every* guest | Ready to Use No Rinse Quat Sanitiser, clean cloth | Wait staff |
| Sanitise chairs, especially frequent touch areas such as chair backs | Hourly | Ready to Use No Rinse Quat Sanitiser, clean cloth | Wait staff |
| Sanitise all other frequent touchpoints such as door handles, light switches and counters | Hourly | Ready to Use No Rinse Quat Sanitiser, clean cloth | Wait staff |

**GOODS DELIVERY & STORES**

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| **TASK** | **FREQUENCY** | **TOOLS/MATERIALS** | **CREW MEMBER** |
| Sanitise all touch points such as doors, door handles, pens, touchpads and counters  | After every delivery | Ready to Use No Rinse Quat Sanitiser, clean cloth | Kitchen staff |
| If in doubt of any incoming goods, use a no rinse sanitiser spray to sanitise cartons and parcels | As necessary | Ready to Use No Rinse Quat Sanitiser | Kitchen staff |
| Notes: do not shake hands or sign documents, avoid allowing delivery personnel into the premises |  |  | All |

**KITCHEN & FOOD PREPARATION**

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| **TASK** | **FREQUENCY** | **TOOLS/MATERIALS** | **CREW MEMBER** |
| Follow standard food safety good practice ensuring that all food contact surfaces, utensils and food equipment items are cleaned and sanitised regularly | After every delivery | Ready to Use No Rinse Quat Sanitiser, clean cloth | Kitchen staff |
| Notes: Ensure that the dishwasher is achieving 82°C to achieve sanitisation during rinse cycle |  |  | Kitchen staff |

**WASHROOMS**

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| **TASK** | **FREQUENCY** | **TOOLS/MATERIALS** | **CREW MEMBER** |
| Clean and disinfect toilet  | Hourly | Ready to Use No Rinse Quat Sanitiser, clean cloth | Wait staff |
| Clean and disinfect basin including tapware | Hourly | Ready to Use No Rinse Quat Sanitiser, clean cloth | Wait staff |
| Clean & disinfect all other frequent touch points such as the hand soap and hand towel dispensers | Hourly | Ready to Use No Rinse Quat Sanitiser, clean cloth | Wait staff |
| Clean mirror and leave smudge-free | Daily | Glass cleaner and soft, lint-free glass cloth | Wait staff |
| Sweep & mop floors with disinfectant solution | Daily | Broom, 1:50 disinfectant solution, clean mop and bucket | Wait staff |