School Cafeteria Cleaning Checklist

Cleaning

DATE	COMPLETED BY	SCHOOL
____ / ____ / _____		

BETWEEN SERVICES (AFTER EACH LUNCH PERIOD)

- [ ] All dining tables wiped and sanitised
- [ ] Benches and seats wiped
- [ ] Serving line wiped and restocked
- [ ] Condiment stations cleaned
- [ ] Spills on floor mopped
- [ ] Rubbish bins emptied if full
- [ ] Tray return area cleared
- [ ] Hand sanitiser stations refilled

SERVING LINE & COUNTERS (END OF DAY)

- [ ] Hot holding units emptied and cleaned
- [ ] Cold display cleaned and restocked
- [ ] Sneeze guards wiped inside and out
- [ ] Milk cooler wiped down
- [ ] Cash register area cleaned
- [ ] Counter surfaces sanitised

KITCHEN (END OF DAY)

- [ ] All cooking equipment cleaned
- [ ] Prep surfaces sanitised
- [ ] Cutting boards cleaned and stored
- [ ] Dishwasher run and wiped
- [ ] Sinks scrubbed
- [ ] Leftover food labelled and stored
  Date label and store within 2 hours of cooking

FLOORS & WASTE

- [ ] Dining hall floor swept and mopped
- [ ] Kitchen floor degreased and mopped
- [ ] Floor drains flushed
- [ ] All rubbish bins emptied and relined
- [ ] Recycling sorted and taken out
- [ ] Rubbish taken to external bins

STORAGE & EQUIPMENT

- [ ] Walk-in cooler organised and clean
- [ ] Dry storage tidy
- [ ] Chemical storage locked
- [ ] Handwashing sinks stocked

SIGN-OFF

Issues for maintenance _____

Cafeteria manager signature _____

Notes

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