

Sanitation of Dining and Food Service Areas

Guideline: The Dining Services staff will uphold sanitation of the dining areas according to a thorough, written schedule.

Procedure:

1. The Dining Services Manager will record the necessary cleaning and sanitation tasks for the department.
2. Tasks will be designated to specific departmental positions (refer to sample Cleaning Schedule forms).
3. All staff will be trained on the frequency of cleaning.
4. When sanitation is prescribed, Dining Services staff will refer to the Sanitation Solution guideline and follow directions to prepare solution.
5. A cleaning schedule will be posted for all cleaning tasks. Staff will initial the tasks as they are completed (refer to sample Cleaning Schedule forms).
6. Staff will be held responsible for all cleaning tasks.