

TRAINING TIP – CLEANING SCHEDULES

Well as things are slowing down for the season, and as you prep from the fall (See last months Training Tip) organizing a cleaning schedule and those other mundane duties may be in order.

I'm not talking a Spring Clean per say, but a jolly good *Fall Clean* after the season is usually in need of. You don't want to wait till spring for this stuff; otherwise your store will smell like a rancid run down dairy.

I have some examples of Daily, Weekly, Monthly and Annual Cleaning schedules which will hopefully be helpful to you. However, following up on having your staff carry out some of these tasks is usually as labor intensive as the jobs themselves.

When our stores were up and running, I was usually the Day Man and the evening shift consisted of a college age girl supervising with 2 or 3 other high school age kids. There was always a challenge to get the "Closing Task List" completed, so I wouldn't have extra tasks in the morning before opening.

I thought a list simply placed on the wall would be sufficient – I was kidding myself. My pet peeve was ice cream left on the tables when they were stacked and placed inside. That stuff needed to be chiseled off the next day if it was left to set overnight. So I would remind and remind the girls to do the tasks on the list to limit my extra work the next day.

Well the list worked for a little while, but there were always some ice cream drips left on the tables, and after days of chiseling, I thought a change was needed.

My next step up in intensity was to have the list on the walk in cooler door with a dry erase marker attached. The principle was to cross off the task when it was completed. "Great Idea Steve" was the response by all in sundry and the cleaning kicked off with renewed vigor.....for about a week.

Then I thought to myself – what am I paying my shift manager for.....TO MANAGE!!!

I placed the nightly task list on the back of the cash balancing sheet with a Y / N after each point, and asked the Shift Manager to circle either choice after each task was contemplated with a quick explanation if the N was circled.

It only took one phone call to Carly at 9am one morning after her shift. "*Hey Carly, I noticed you circled Y for "Wiping Down the Tables" but they still have ice cream on them. Why is that?"*

Word spread like wild fire – "*Steve actually checks these forms and calls if something's not done!! Can you believe it??"*

So I hope these schedules help, and please feel free to call or email if I can help you with anything else.

Daily Cleaning Schedule

To Clean	Description	Shift 1		Shift 2	
		Assigned	Initial	Assigned	Initial
Parking Lot	Pick up litter.				
Sidewalks	Sweep, hose down and pick up litter.				
Windows	Inside and out with cleaner. Spot clean during your shift.				
Table/Chairs	Frequent wiping with sanitized cloth during your shift. Check for gum under tables.				
Restrooms	Shift 1 to clean toilets, sinks and mirrors. Both shift to restock toilet paper, towels and check frequently for cleanliness.				
Condiment Bar	Clean, restock and organize. Clean & sanitize at the end of night.				
Condiment Pumps	Clean and sanitize when new product is added.				
Custard Machine	Clean exterior as needed during both shifts.				
Astro Blenders	Clean after each use. Clean under Astro Blender. Sanitize at the end of the night.				
Soda Dispenser	Clean exterior as needed. Shift 2 soak faucet nozzle parts in warm water overnight. Pour hot water into drains to open and break down syrup deposits.				
Ice Machine	Clean Exterior as needed.				
Fudge Warmer	Check water levels.				
Dipping Cabinet	Shift 1 plug in and clean frequently during shifts. Shift 2 un-plug, clean and sanitize.				
Garbage Receptacles	Check frequently. Double bag when changing plastic liners.				
Sanitizing Buckets	Change sanitizing solution and white towel when water is cloudy and towel is stained.				
Walk in Cooler	Mop floor at the end of the night. Mop if spillage occurs. Keep organized.				
Stand Up Freezer	Clean up spillage and keep organized.				
Display Freezer	Clean up spillage and keep organized. Make sure each item for sale has identifiable label, date and initials of who packed it.				
Storage Area	Keep clean and organized.				
Floor Care	Wipe up spillage, mop and sweep during day if needed. Sweep and mop at the end of the night.				
Dumpster Area	Put garbage in appropriate containers. Hose to reduce odors.				

Weekly Cleaning Schedule

To Clean	Description	Shift 1		Shift 2	
		Assigned	Initial	Assigned	Initial
Walls, Ceilings, Vents	Clean walls and ceilings as needed. Clean all vents.				
Restrooms	Clean walls, ceilings and all vents.				
Condiment Bar	Shift 2 unplug at the end of shift. Shift 1 clean and sanitize. Plug back in to cool down.				
Fudge Warmers	Shift 2 disassemble pumps and be sure not to lose any parts. Clean and sanitize. Air dry overnight. Discard old water from the base and wipe out with a sanitized towel. Shift 1 reassemble correctly! Place sanitized pump into new product and purge pump before using.				
Ice Machine	Un-plug, empty ice. Clean and sanitize. Plug in.				
Storage Area	Upon delivery of product, cut boxes to expose the product. Place on appropriate shelf. Take cans out of boxes and place in appropriate outside dumpster.				
Garbage Receptacles	Shift 2 hose down inside and out. Let air dry overnight. Shift place new double bags on receptacles.				
Soda Dispenser	Check and clean fins of the condenser using a brush and vacuum.				
Condiment Bar	Keep air vents clean. Use a wire brush and vacuum cleaner.				
Refrigerators, Freezers, and Walk-In Coolers	Check and clean fins of the condenser using a brush and vacuum cleaner. Take out all product and place in a protected area. Clean and sanitize.				
Air Conditioning	Check to see if the filters need to be changed. Clean cooling coils at the beginning of the summer season.				

Monthly Cleaning Schedule

<u>To Clean</u>	<u>Description</u>	<u>Assigned Shift 1</u>	<u>Assigned Shift 2</u>	<u>Initial Shift 2</u>
Condiment Bar	Keep air vents clean. Use a wire brush and vacuum cleaner			
All refrigerators, Freezers, and Walk In Refrigerators	Check and clean fins of the condenser using a brush and a vacuum cleaner. Take out all product, place in a protected area. Clean and sanitize.			
Air Conditioning	Check to see if the filters need to be changed. Clean cooling coils at the beginning of the summer season			

Annual Cleaning Schedule

<u>To Clean</u>	<u>Description</u>	<u>Assigned Shift 1</u>	<u>Initial Shift 1</u>	<u>Assigned Shift 2</u>	<u>Initial Shift 2</u>
Parking Lot	Management to call and have asphalt surface sealed.				
Soda Dispensers	Check with soda Co. when to replace lines				
Air Conditioning	At beginning of summer season have air conditioning checked				
Air Conditioning	Check to see if the filters need to be changed. Clean cooling coils at the beginning of the summer season				