



RESOURCE LIBRARY - STEWARDING
Cleaning the buffet 清洁自助餐

CODE: 03.16.014

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Standard:

The buffet must be cleaned at the end of each service, and thoroughly cleaned at the end of the day. Whole buffet table must be cleaned and neat.

标准:

每次服务结束都要清理自助餐，一天结束后要彻底清理。整个自助餐台必须干净整洁。

Procedures:

1. At the end of each service, the buffet will be cleaned of all food scraps and all areas will be wiped.
 - Move all used wares to dish washing area for washing.
 - Prepare solution hot water with detergent and cleaning rags.
 - Wipe all chafing dishes with cleaning wet and dry rags.
 - Never using hard scourer to clean chafing dish.
 - Check water in all chafing dishes and ensure water enough for next service period.
 - Clean buffet table with rags and never scrape food scrap on floor.
 - Cleaning at least twice and don't forget the areas under the chafing dish.
 - Wipe dry with cleaning and dry rags.
 - Sweep the floor especially under the buffet table and corners.
 - Change garbage bin.
 - Mop the floor with solution hot water with detergent.
 - Take all food scraps out from ice tank and refill ice to top.
2. At the end of day, the buffet table will undergo a thorough clean. The cooking station will be cleaned with adequate product and rinsed and wiped.
 - Move all used wares to dish washing area for washing.
 - Move all chafing dishes to storage shelf for cleaning and polish.
 - Move all cookers to pot washing area for washing and wiping.

程序:

1. 每次服务结束都要清理自助餐台上的食物碎屑及整个自助餐台。
 - 将所有用过的器具送至洗碗间清洗。
 - 准备热水和清洁剂溶液和干净的抹布。
 - 用湿布和干的抹布擦拭所有的自助餐炉。
 - 任何时候都不能使用硬的清洁工具清洁自助餐炉。
 - 检查自助餐炉里的水确保在下一个服务阶段充足。
 - 擦拭自助餐台，不要将食物碎渣擦到地上。
 - 自助餐台要至少清洁两遍，不要遗漏自助餐炉底下。
 - 用干净的干抹布擦干。
 - 清扫地面特别是自助餐台下面和角落。
 - 更换垃圾筒。
 - 用热的清洁剂水托地。
 - 将冰池里的食物碎渣取出并添加新至满。
2. 一天结束后，自助餐台要进行彻底清理，煮烤台要用适当清洁剂进行清理及擦拭。
 - 将所有用过的器具送至洗碗间清洗。
 - 将所有的自助餐炉送至储存架进行清洁和抛光。
 - 将炊具送至洗锅间清洗或擦拭。
 - 将冰池里的冰取出。
 - 用热水彻底清洁冰池并让其风干。
 - 在清洁时注意检查冰池的排水是否顺畅。
 - 按照每次服务结束后的清洁程序清洁自助餐区域。

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- Take ice out from ice tank.
- Clean ice tank thoroughly with hot water and allow air dry.
- Check drain of tank to avoid blocked during cleaning.
- Clean buffet area following above procedures.

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