



RESOURCE LIBRARY - STEWARDING  
Working the Clearing Station 清理台的工作

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**Standard:**

The clearing station should be maintained and serviced for an orderly flow of dirty items from function to the wash up area at all times.

**Procedures:**

1. Constantly remove any dirty dishes to the wash up area.
2. Empty glasses and cutlery racks to be readily available to replace full ones.
3. Scrape all food scrap from dirty items as possible and stack them in same size on trolley but not too high.
4. All flatware must be separated and soaked in soaking container.
5. All glassware must be put in proper racks.
6. Areas to be kept clean and dry as much as possible to avoid accidents from falling and slipping.
  - Remind service staffs pay attention to avoid water, sauce etc. pour down on floor.
  - Use floor mat if necessary.
7. Rubbish bins should be constantly changed, empty bottles removed and service items returned to the wash-up area.

-End-

**标准:**

要保持清理台的顺畅，使之一直能为宴会器具回收保持正常流动。

**程序:**

1. 脏的器皿要经常送到洗涤处。
2. 准备空的杯筐和餐具容器以便替换满的。
3. 尽可能的将食物残渣刮去，将同一尺寸的堆放在一起放在推车上，但不要太高。
4. 将所有的不锈钢餐具分开并浸泡在浸泡盆中。
5. 所有的玻璃器皿要放入合适的杯筐中。
6. 尽可能保持服务区域的清洁、干燥，以免发生事故。
  - 提醒服务人员注意避免将水、汁等等洒到地上。
  - 如有必要使用地垫。
7. 垃圾桶要经常更换，空的瓶罐要单独放在一起然后移走，服务物品要送到洗涤处。

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