



RESOURCE LIBRARY - STEWARDING
End of Shift Duties 结束每日工作

CODE: 03.16.033

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Standard:

Team Leader must follow set procedures to check all stewarding area at the end of each shift and complete all tasks before the end of shift.

标准:

在下班前领班必须按照程序检查所有区域的工作情况并在离开前完成所有工作。

Procedures:

1. Ensure that all working areas are cleaned.
2. Ensure all areas and stores are safe.
3. All equipment is clean and stored properly.
4. Areas are well organized and in proper order.
5. Dirty rags are turned in and exchanged for clean ones from linen room.
6. Communicate with next shift regarding overall situation.

-End-

程序:

1. 所有工作区域清洁。
2. 确保所有区域和库房安全。
3. 所有设备清洁并正确存放。
4. 工作区域非常有秩序、有条理。
5. 脏的抹布要送到布草房并更换新的抹布回来。
6. 与下一班做全面的交接。

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