

# SOP Training General Stewarding Tasks

Standard and Procedures in the Stewarding Department

## Standard and Procedures

- Pot washing
- Cleaning chopping boards
- Care & maintenance of rolling stock
- Cleaning of rolling stock
- Cleaning benches and sinks
- Cleaning janitor storeroom & storing equipment

# Pot washing

## STANDARD:

All pots and pans will be hygienically cleaned and sanitised in each shift without doing damage to them or to yourself



# Pot washing

## PROCEDURE:

- ❖ Ensure all 3 sinks are cleaned and free from accumulating grease and food soil.



- ❖ Fill in first sink with pot washing chemical through dispenser
- ❖ Fill in middle sink hot water only
- ❖ Fill the final sink with hot water and sanitiser



# Pot washing

## **PROCEDURE (continued):**

- ❖ Scrape food soils from pots and pans into the garbage bin and soak then in the first sink.
- ❖ Wash pots and pans with scouring pad inside and outside giving special attention to the edges and curves.
- ❖ Rinse them in hot water in the middle sink
- ❖ Soak them in sanitiser in the 3<sup>rd</sup> sink for a while and place them upside down in the shelves or hang them in the hanging hooks provided in the pot washing area.
- ❖ Always change the chemicals in intervals or when it turns oily.
- ❖ Before refilling sinks always follow procedure number 1
- ❖ At the end of the shift wash sinks, benches, shelves, floor and drains for the next shift.

# Pot washing

## NOTE:

All carbonised pots and pans should be de-carbonised on a nightly basis.



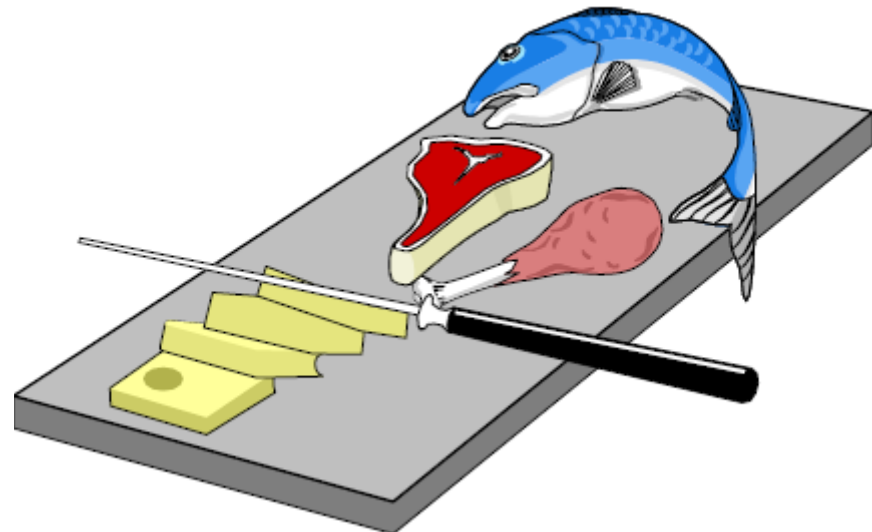
## Remember:

Always leave your work area clean and tidy for the next shift. This way you can expect to have a clean working area in your next shift.

# Cleaning chopping boards

## **STANDARD:**

All chopping boards will be cleaned and sanitized at the end of each shift or as required during the shift. They will be kept hygienically clean at all times.



# Cleaning chopping boards

## **PROCEDURE:**

- ❖ At the end of each shift collect all chopping boards from food preparation area and bring them to the pot washing area.
- ❖ Soak all chopping boards in a clean pot washing solution prepared in the first sink as per pot washing procedure.
- ❖ Take a stiff brush and scrub the chopping boards.
- ❖ Rinse them in the middle sink and leave it in the sink filled with sanitizer for a few minutes.
- ❖ After boards are sanitized place them in the chopping board racks provided in their designated area for air-drying.

# Cleaning chopping boards

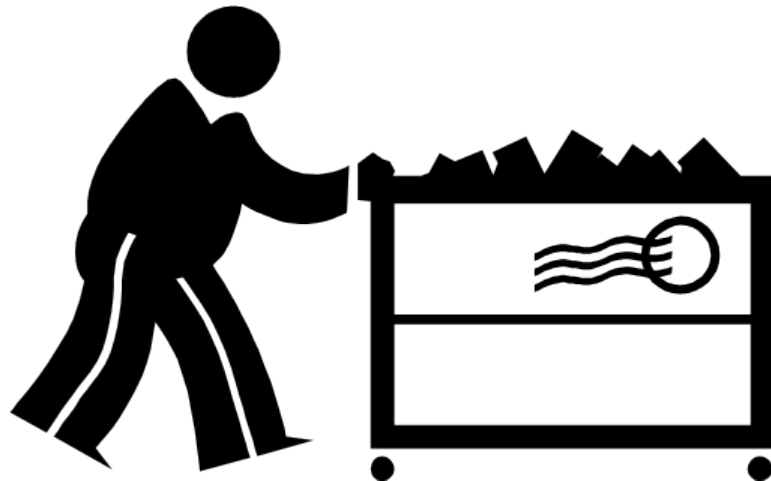
## **REMEMBER:**

All chopping boards should be sanitized after each wash to prevent bacterial growth and cross contamination.

# Care & Maintenance of trolleys

## **STANDARD:**

Every stewards will know how to handle trolley or any other rolling stock, and to drive them without loosing equipment through breakage or running into doors or stationary items.



# Care & Maintenance of trolleys

## **PROCEDURE:**

- ❖ Identify which end is the steering end by looking which wheels are not fixed but swivel; this is the end to use.
- ❖ Ascertain that the trolley is stacked correctly by checking that plates are not stacked too high and that glassed are in proper racks.
- ❖ Ensure that equipment on the trolley is not too heavy to pick up.
- ❖ Commence pushing the trolley in direction desired at a walking pace, checking at intervals that load is secure and constantly checking that no obstacles are blocking the way.
- ❖ If you are unsure of how to use the rolling stock or equipment always ask your supervisor.

# Care & Maintenance of trolleys

## **PROCEDURE (continued):**

- ❖ If you have to go through a door, please make sure to open the door properly and then push the trolley through. Afterwards, close the door.

**Never open the door with the force of the trolley or bang the trolley against the door.**

- ❖ If you have any difficulties always ask for assistance.

# Care & Maintenance of trolleys

## **NOTE:**

Before using any trolley inspect for:

- ❖ Cleanliness, making sure the trolley is clean before using it.
- ❖ Any damages or noisy wheels are to be reported to your supervisor to get it repaired right away.

**Never use a dirty, damaged, or noisy wheeled trolley under any circumstances.**

- ❖ Never run with the trolley. Do not bang it against walls or doors.

# Cleaning rolling stock

## **STANDARD:**

All rolling stock will be hygienically cleaned twice a week or when needed and checked for any maintenance required, such as damages, oily wheels, loose nuts & bolts, etc.

# Cleaning rolling stock

## **PROCEDURE:**

- ❖ Ascertain that rolling stock which is to be cleaned is empty.
- ❖ Scrub from top to bottom with mixed solution of detergent giving special attention to edges, corners, underneath and wheels.
- ❖ Rinse off any soil or detergent properly.
- ❖ Check for any broken corners, sharp edges, squeaky wheels or loose bolts and nuts that have to be reported to your supervisor for maintenance.
- ❖ Dry off and return to its designated area

# Cleaning rolling stock

## **REMEMBER:**

Rolling stocks are our working tools. Without them we won't be able to carry out our duties properly.

It is important that we take care of the rolling stocks as well as to keep them hygienically clean at all times.

# Cleaning Benches & Sinks

## **STANDARD:**

All benches and sinks will be cleaned and sanitised at the end of each shift. They will be kept hygienically clean at all times.

# Cleaning Benches & Sinks

## **PROCEDURE:**

- ❖ Ascertain that all food and other moveable items are cleaned off the bench.
- ❖ Collect all food soil from the bench and sink and place throw them in the garbage bin.
- ❖ Make a solution of all-purpose cleaner with hot water in a bucket and sanitizer in another bucket.
- ❖ Wear protective clothing such as aprons and hand gloves.
- ❖ Take a duster or sponge scorer, dip it in the solution, squeeze excess chemical in bucket and clean the benches starting from top to bottom.
- ❖ Give special attention to edges, corners, legs, underneath the bench and sinks, as they are breeding places for bacteria.

# Cleaning Benches & Sinks

## **PROCEDURE (continued):**

- ❖ With a clean duster rinsed in fresh water wipe down the bench and sink thoroughly.
- ❖ Take a clean cloth and dip it in sanitizer, squeeze excess sanitizer in the bucket and apply it on the benches.

# Cleaning Janitor Storeroom & Storing Equipment

## **STANDARD:**

No janitor stores or storeroom used by stewards will be untidy or unhygienic at any time.

# Cleaning Janitor Storeroom & Storing Equipment

## **PROCEDURE:**

When placing any equipment in the storage rooms make sure of the following:

- ❖ All equipment is clean
  - » scrubbing machine
  - » brush clean and dry
  - » mop buckets are empty and clean
  - » mops are clean and dry
  - » chemicals are in their proper containers
- ❖ The items are placed neatly in their proper places
  - » Mop buckets are upside down
  - » Mops, brooms, scourers and dusters are in their proper containers
  - » Chemicals in containers are neatly arranged on shelved with labels on the front

# Cleaning Janitor Storeroom & Storing Equipment

## **PROCEDURE (continued):**

- ❖ These janitor stores will be cleaned daily and special attention is given to sinks, corners and shelves.

## **REMEMBER:**

Under **NO** circumstances are these storerooms to be left untidy and unhygienic.