

Doña Ana County Head Start
Food Service Attendant Cleaning Schedule

DAILY

- Take trash out. Wash trash cans as needed.
- Wipe children's table surfaces with sanitizing solution before and after each meal.
- Sweep and mop the kitchen and eating area floors.
- Wipe kitchen counters including underneath the items that sit on the counter top.
- Scour and sanitize kitchen sinks.
- Polish stainless steel surfaces.
- Wipe outsides of all small and large appliances.
- Wipe microwave on the outside and inside.
- Clean stove-top surfaces and wash drip pans if spills have occurred.
- Wipe down soap and paper towel dispensers in the kitchen and bathrooms and refill as necessary.
- Thoroughly clean any small appliance used daily (mixer, blender, food processor, scale, toaster, remove and clean crumb tray, can opener, etc.)
- Sweep and mop bathroom floors.
- Clean and sanitize bathroom toilets and door stalls.
- Clean and sanitize bathroom sinks and faucets.
- Clean mirrors and sanitize doorknobs and toilet handles.
- Wipe any spills at the bottom of refrigerator.
- Vacuum carpeted area in classroom.

WEEKLY

- Clean inside of oven.
- Clean inside refrigerator shelves and walls.
- Clean cabinet doors, including inside of cabinets, top surfaces and dry storage areas.
- Clean wall surfaces above counter and around light switches.
- Clean and degrease stove hood.
- On Fridays, vacuum, mop, sweep classroom.
- Scrub the floor drain (where applicable).
- Sanitize children's chairs.

MONTHLY

- Defrost freezers (if needed)
- Deep cleaning on dry storage areas

SANITIZING SOLUTION

**1/2 teaspoon of bleach to 1 gallon of water
mix fresh daily**