

WEEKLY CLEANING AND MAINTENANCE

Maintaining a clean and well-maintained store environment is essential for providing a positive experience for our customers and ensuring the smooth operation of our business. The following weekly cleaning and maintenance expectations outline the tasks that need to be completed regularly to uphold our standards of cleanliness and hygiene. By adhering to these expectations, our team can create a welcoming and inviting atmosphere that reflects our commitment to excellence at Crave Cookies.

Monday

- Clean all hand washing sinks.
- Clean cookie warmer inside and out.
- Wipe out ovens.

Tuesday

- Clean Windows.
- Clean merchandise (cookie) fridge inside and out.
- Clean Microwaves inside and out.

Wednesday

- Empty and clean ice bins.
- Clean dough/ingredient fridges.

Thursday

- Clean cooling racks.
- Clean floor drains.

Friday

- Clean Bathroom.
- Clean syrup racks.

Saturday

- Clean the shelves on prep tables, and under prep tables.
- Clean under front counter.

It's important to note that when it says "clean fridge" or "clean racks" we expect that everything (reasonably) be removed from the racks or shelves so that it can be thoroughly cleaned.

MONTHLY CLEANING AND MAINTENANCE

- Organize inventory shelves, check expiration dates.
- Clean behind/under ovens, warmer, fridges, etc.
- Clean underneath storage/inventory shelves.
- Clean out utensil bins/drawers.
- Clean Syrup connectors.
 - Wash hands.
 - Disconnect the syrup line from bag-in-box (BIB) units; shake out any remaining liquid.
 - Soak the connectors in the sanitizer solution for about a minute.
 - Shake BIB connector to remove any excess sanitizer and reconnect each connector to the corresponding BIB.
 - Here is a printable poster from coke you can use as a guide:
<https://www.cokesolutions.com/content/dam/cokesolutions/us/documents/foodservice-quality/foodservice-quality-ValvesOfGoldDispenserCleaningPoster.pdf>
- Clean out ingredient bins
 - This is most easily done by allowing the supplies in the bins to dwindle to empty or nearly empty then placing what remains in a container or bowl while you clean out the bin and wash it, then filling the bin with new supplies adding the remains from the bowl or container last, on top of the new supplies. This process is known as “Rotating the Supplies”

CLEANING EVERY 6 MONTHS

It is recommended by manufacturers that certain pieces of equipment be thoroughly deep cleaned about every six months. These items include ice makers, refrigerators, freezers, air filters, and some water filters require replacements. Please refer to your owner’s manual for specific cleaning instructions for your particular model. If your manuals are lost, they can be found online. Model names and numbers can be found on the item itself.

CLEANING AS NEEDED

Some items require maintenance outside of a regular schedule. These tasks should be done as needed.

- Defrosting your freezer.
- “Crave” Rug cleaning.
- Cleaning/replacing oven mitts.

- Maintaining.
- Clean mop sink.
- Replacing mop heads.
- Dust walls/wall hangings, TV's, boxes.
- Replace batteries in scales.
- Deep cleaning rubber mats by sink.
- Clean under anti-fatigue mats.
- Squeeze bottles should be cleaned each time they are emptied.

Special attention should be paid to air filters and vents, as the frequent use of dry ingredients can cause the need for them to be cleaned or changed more frequently.