



Ring in a Sparkling New Year... Clean Up Your Kitchen in 2020

FOOD PROTECTION CONNECTION

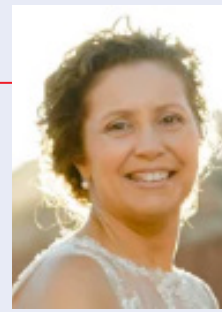


Keep your facility, equipment, and surfaces clean to help ensure food safety

Hopefully you already have a master cleaning schedule in place at your facility and this article will serve as a reminder for things that may have fallen through the cracks or been ignored over time. Commercial kitchens are busy places and sometimes undesirable tasks or activities not focused on serving the customer—like cleaning—get forgotten or ignored. This article will outline the importance of a master cleaning schedule, and putting the process of cleaning front and center in your foodservice operation.

THE LINK BETWEEN CLEANLINESS AND SAFE FOOD

Cleaning is such an important part of your business because it directly correlates with the safety of the food you are serving. Keeping your facility, equipment, and surfaces clean helps ensure that you are serving safe food and protecting guests; provides a safe and clean environment to keep employees protected, avoiding costly accidents on dirty or slippery floors; and a clean kitchen maintains compliance with all applicable regulatory agency requirements, so inspections are a breeze and your reputation remains spotless.



Katie Clay Sabatini, RD, LDN is the Food Safety and Quality Assurance Manager for Hershey Entertainment and Resorts, where she puts into practice her passion for food safety. Sabatini has comprehensive knowledge of industry food safety application, implementation, and management. She received her BS in nutrition & dietetics from the University of Delaware, and is actively completing her MS in food safety at Michigan State University.

The 2017 FDA Food Code states:

Equipment, Food-Contact Surfaces, Nonfood-Contact Surfaces and Utensils shall be clean to sight and touch, shall be kept free of encrusted grease deposits and other soil accumulations.

Food-contact surfaces and utensils shall be cleaned and sanitized between each task and different food item and at a minimum at least every 4 hours during continuous use.

Nonfood-Contact Surfaces of equipment shall be kept free of an accumulation of dust, dirt, food residue and other debris, and shall be cleaned at a frequency necessary to preclude accumulation of soil residues.

Nonfood-Contact Surfaces shall be free of unnecessary ledges, projections and crevices, and designed and constructed to allow easy cleaning and to facilitate maintenance and kept in good repair and proper adjustment.

you became employed there, however it's important to keep this in mind for two reasons. One, be aware of areas that require extra attention during cleaning, or the forgotten areas. And two, if you have the opportunity to remodel your foodservice operation, select a designer who is very familiar with kitchen design and layout to ensure that your new space is developed with cleanability and efficiency in mind.

Equipment Design

If you purchase equipment that is not easily cleanable in

as clean as it could and should be. Confirming that all tasks are completed through a check and balance system and storing these records acts as a working verification tool also.

Verifiable Preventive Maintenance Program

Working in tandem with your facility's maintenance team will ensure that all aspects of cleanliness are being addressed. This may include practices such as changing filters, disassembling equipment, replacing water lines, and other proactive measures. PM is like a



A MASTER CLEANING

SCHEDULE should include who, what, when, and how cleaning should be done. Organize cleaning tasks by area and then divide the area into a timeline of Daily, Weekly, Monthly, and Annually.

KEY CONTRIBUTORS TO A SANITARY FACILITY

Factors that contribute to a sanitary facility include:

Facility Design

If the facility is not designed well with cleanability in mind, then it will be difficult to keep it clean. This is hard to change if the building was designed and built long before

its stand-in-place environment, or easily disassembled to be cleaned, then it will also cause struggles to keep it clean in the long-term.

Good Cleaning and Sanitizing Programs and Monitoring Procedures

Processes identified on paper may look great, but if they're not completed and verified, chances are your facility is not

stagehand for a theater production—the show can't go on if they're not involved.

A master cleaning schedule should include who, what, when, and how cleaning should be done. Organize cleaning tasks by area and then divide the area into a timeline of Daily, Weekly, Monthly, and Annually. Also include a section for

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specific non-routine tasks that may occur quarterly, bi-annually, etc.

You may not know the necessary cleaning frequency of a piece of equipment or certain area when you develop your cleaning schedule and that's okay. Don't just write "as needed." Take your best guess at the timeline and then make sure you check it at the interval you identified. If it doesn't need to be cleaned yet, document that and check it again at the next time interval. Once you determine the appropriate schedule for that task, update all the cleaning assignment schedules to reflect the frequency change.

KEYS TO BUILDING A SUCCESSFUL MASTER CLEANING SCHEDULE

Break down tasks into manageable bites. If you assign one employee to clean 10 walk-in coolers in your commissary kitchen in one day, it is unfair to the employee and will result in the cleaning not being done thoroughly and properly. Setting unrealistic expectations by not designing your master cleaning schedule in a way that makes it easy for the employee to do their job correctly is bad management. It is the manager's responsibility to provide staff with the tools and resources required to do their jobs well, and setting attainable goals is part of that.

Focus on the process and not the person. The task should be completed, even if the specific person who usually completes the task is unavailable. A specific job title, such as 'Utility Worker,' may be assigned to a task, but duties should not be assigned to an individual person. Employees should receive task-specific training that includes what to clean, how often to clean it, how to clean it (what chemicals and tools are required), and appropriate documentation of cleaning. Cross training is essential



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to success so that several employees are proficient with various cleaning tasks.

What gets checked, gets done. The importance of following up on progress and verifying that the cleaning tasks that were assigned and signed-off on were actually completed is a huge piece of a successful result and an overall clean facility. Upon inception of a cleaning program, checks should be completed for every task assigned at every timeline interval. As time progresses and employees become more familiar with their tasks and assignments, perhaps periodic spot checks are the only thing that will be required. However, it is always best to require a double sign-off on finished tasks to ensure work is being completed.

Break out specialty cleaning lists.

These lists aren't part of your normal cleaning schedule and therefore require special attention. This could occur:

- Before or after an inspection to address specific detail cleaning that was ignored, missed, or newly identified.

- Before or after construction, when there are cleaning tasks that wouldn't normally be part of the cleaning schedule.
- Before or after a seasonal shut down, as there may be cleaning tasks that were put off until the operation is closed or right before re-opening.

If any of these specialty issues are identified as an ongoing trend, you'll want to make sure you add this area to your master cleaning schedule so that it is not missed in the future and becomes part of the regular cleaning routine.

Identify down-time cleaning opportunities. Make sure you post a cleaning checklist in each operation, or in different areas within a single operation, of tasks that employees can do during down-times. Employees will say they don't have slow times, but they do. One of my favorite co-managers had the catchphrase, "If you've got time to lean, you've got time to clean." She posted it next to cleaning checklists within the operation. It became so ingrained in employees that if a manager rounded the corner and they were standing around doing nothing, they'd say the phrase and immediately start cleaning.

SUMMARY

The key steps to creating and managing an effective cleaning program are to first identify the flow within your foodservice operation and then design a cleaning process around each specific task that must be completed. This includes food contact surfaces and non-food contact surfaces. It's important to outline exactly what must be cleaned, the frequency at which it must be cleaned, how cleaning is done, what chemicals are required, what safety precautions should be taken, including personal protective equipment (PPE) to be worn, and provide material safety data sheet (MSDS) access.

The schedule should be clearly defined, with a focus on the process and not the person. Breaking the cleaning schedule down by area makes a daunting task seem much more achievable to employees trying to work their way through the operation and also makes verification easier. Visual inspections, checking records and cleaning charts, as well as monitoring chemical inventory can all be useful in determining compliance with the cleaning program and determining its effectiveness. If a shortcoming is uncovered, a corrective

action plan must be put in place to prevent it from happening again.

Lastly, the entire foodservice department must be committed to providing a clean and safe environment to achieve success. If overall cleanliness is not an initiative supported from the top down through the organization, then employees will not take pride in their work or will see it as something no one cares about and the program will fail. I always try to comment on at least one or two areas in each operation every time I visit. It lets

employees know that I am looking and that it is important to me, which makes it important to them. **E**

RESOURCES

- Bodnaruk, P. (2013). *8 steps to success: managing your master cleaning & sanitizing program*. *Quality Assurance & Food Safety*. Retrieved from: <https://www.qualityassurancemag.com/article/qa0613-cleaning-sanitizing-program-management/>
- Food and Drug Administration (FDA) *Food Code 2017*. Retrieved from: <https://www.fda.gov/media/110822/download>

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This Level II article assumes that the reader has a foundation of basic concepts of the topic. The desired outcome is to enhance knowledge and facilitate application of knowledge to practice.

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Reading *Ring in a Sparkling New Year: Clean Up Your Kitchen in 2020* and successfully completing these questions online has been approved for 1 hour of Sanitation continuing education for CDM, CFPPs. CE credit is available ONLINE ONLY. To earn 1 SAN CE hour, access the online CE quiz in the ANFP Marketplace. Visit **www.ANFPonline.org/market**, select “**Publication**,” then select “**CE article**” at left, then search the title *Ring in a Sparkling New Year: Clean Up Your Kitchen in 2020*, purchase the article, and complete the CE quiz.

- What does “focus on the process and not the person” mean?
 - Employees don't need to be trained on specific cleaning processes
 - The task should be able to be completed even if the specific person who normally completes it is unavailable
 - As long as cleaning processes are written down on the master cleaning schedule, they don't need to be verified as complete
- If you are unsure about the cleaning frequency for a specific item, it is okay to list it as “clean as needed” on your master cleaning schedule.
 - True
 - False
- Which is *not* a factor that contributes to a sanitary facility?
 - Preventive maintenance program
 - Facility and equipment designed for cleanability
 - Your chemical supplier
- Keeping your facility clean keeps _____.
 - Food safe
 - Employees disgruntled
 - Costs higher
- Master cleaning schedules should include _____.
 - Who, what, when, and how to clean an item
 - Who, when, how, and why an item is being cleaned
 - An employee name assigned to each task
- Cleaning tasks should be broken down by _____ and _____.
 - Employee and task
 - Area and timeline
 - Process and person
- Prioritizing a clean facility as a top down initiative results in a less successful program.
 - True
 - False

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