

SOP Template: Dining Area Cleaning, Table Resetting, and Floor Maintenance

This SOP details the procedures for **dining area cleaning, table resetting, and floor maintenance** to ensure a clean, safe, and welcoming environment for guests. It covers the proper cleaning techniques for tables and chairs, resetting tables with appropriate utensils and condiments, and routine floor care including sweeping, mopping, and spill management. The goal is to maintain hygiene standards, enhance guest satisfaction, and promote a well-organized dining space.

1. Scope

This SOP applies to all staff responsible for maintaining the dining area, including cleaning and resetting tables and floor maintenance.

2. Responsibilities

- Service Staff: Clean and reset tables, attend to floors during service hours.
- Supervisors: Ensure cleanliness standards are met and staff are trained.
- Cleaning Crew (if applicable): Perform deep cleaning as scheduled.

3. Materials and Equipment

- Cleaning cloths (color-coded if possible)
- Food-safe surface cleaner/disinfectant
- Brooms, dustpans, and mops
- Bucket and water
- Tableware (utensils, plates, glasses, napkins, condiments)
- Disposable gloves
- Wet floor signs

4. Procedures

4.1 Dining Area Cleaning (Tables and Chairs)

1. Put on disposable gloves before starting.
2. Remove used dishes, cutlery, and debris from tables and chairs.
3. Spray food-safe cleaner onto a clean cloth; wipe down tables and chair surfaces thoroughly.
4. For sticky residues, use a damp cloth with warm water as needed.
5. Pay special attention to chair backs and seats.
6. Dispose of cloths after use or send for laundering.

4.2 Table Resetting

1. Check tables for damage or instability; report issues immediately.
2. Set tables with clean and sanitized utensils, plates, napkins, glasses, and condiments per standard layout.
3. Ensure condiments are full and clean; replenish as necessary.
4. Fold napkins as per establishment standard.
5. Position chairs evenly and at appropriate spacing.
6. Double-check resetting for completeness and neatness.

4.3 Floor Maintenance

1. Sweep floors regularly to remove crumbs and debris; prioritize high-traffic areas.
2. Spot-mop spills immediately using wet floor signs to alert guests and staff.
3. At scheduled intervals, mop the entire floor area with appropriate cleaning solution.
4. Allow floors to dry; keep wet floor signs in place until completely dry.
5. Inspect for any stubborn stains and treat as needed.

5. Safety and Hygiene

- Always wash hands before and after cleaning/resetting tables or handling food items.

- Use gloves when handling waste, chemicals, or dirty dishes.
- Follow proper disposal procedures for waste and used materials.
- Ensure all cleaning chemicals are food-safe and stored away from dining areas.

6. Quality Assurance

- Supervisors to conduct regular spot checks during service.
- Staff must review tables and floors before, during, and after service periods.
- Feedback from guests regarding cleanliness should be recorded and acted upon promptly.

7. Record Keeping

- Document daily cleaning schedules and completion times.
- Log any incidents, spills, or accidents in the shift report.
- Keep track of cleaning supply inventory and notify when replenishment is needed.