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## Overview

This unit is about conducting routine cleaning in food including kitchens, food service areas, food manufacturing premises, food production and food retailing.

Food preparation, service and retail areas pose a high risk to public health if not cleaned properly. High standards of personal, including hand, hygiene should be observed and maintained throughout the cleaning process. It is important to follow the cleaning specification in the business' food safety management procedures.

This unit also covers the cleaning of in-place equipment and it is therefore important that correct precautions are taken with regard to Personal Protective Equipment and the handling and safe isolation of food production equipment.

This unit consists of two elements:

1. Clean food areas according to business food safety management procedures
2. Complete cleaning of food areas

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## Clean food areas

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### Performance criteria

### Clean food areas according to business' food safety management procedures

*You must be able to:*

- P1 obtain the cleaning specification in the business' food safety management procedures at the right time
- P2 remove all your personal items and store in an approved place and put on personal protective equipment
- P3 ensure your level of personal hygiene meets the standard required by the business' food safety management procedures and report health conditions such as skin disorders, open sores, diarrhoea etc. to the relevant person
- P4 move and protect items, including food, in the cleaning area in accordance with the cleaning specification
- P5 use the cleaning equipment that is suitable for the specific cleaning operation and check that it is safe before you use it
- P6 separate and clearly label faulty or damaged cleaning equipment and make the food business operator aware of this
- P7 prepare food production plant, equipment and materials for cleaning in-place in accordance with the cleaning specification
- P8 isolate food equipment power supplies whenever necessary
- P9 carry out the cleaning without damaging in-place plant and equipment
- P10 follow the manufacturer's instructions and safe working practices when taking apart, handling and re-assembling food production equipment
- P11 check that you put all parts in the right holding area when taking food production equipment apart and identify equipment parts for reassembly
- P12 after reassembling equipment, check it is in correct working order
- P13 record and report to the relevant person faults e.g. where the cleaning specification cannot be met, missing or damaged food equipment parts and pest infestation
- P14 make sure that there is enough ventilation and that there are no other chemicals on the surfaces before starting to de-scale food production equipment
- P15 in line with manufacturer's instructions de-scale and clean equipment parts methodically using methods that are in line with business and equipment manufacturer's instruction and are least likely to cause contamination

### Complete cleaning of food areas

*You must be able to:*

- P16 as you carry out your work, assess your cleaning according to the business food safety management procedures
- P17 identify instances of pest infestation, report to the relevant person and remove the evidence following proper and safe procedures
- P18 take action to ensure the area is cleaned thoroughly and as frequently

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- as necessary until the pest infestation has been eradicated
- P19 check that individual parts of food production equipment are clean before re-assembly
- P20 leave food production equipment in safe working order when you have finished, reporting any equipment problems noted during cleaning or reassembly
- P21 leave equipment and the working area free of deposits, cleaning residue and foreign objects
- P22 check that ventilation systems and surfaces are clean and dry when you have finished
- P23 dispose of waste and slurry according to the food business food safety management procedures
- P24 when you have finished cleaning ensure that the cleaning equipment, machinery and personal protective equipment are cleaned and securely stored according to the cleaning specification

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### Knowledge and understanding

*You need to know and understand:*

### Clean food areas according to business' food safety management procedures

- K1 why it is important to have the business' up-to-date cleaning specification and from whom it can be obtained
- K2 the level of personal hygiene required for the food area in which you are working, how to maintain that level and why it is important
- K3 why health conditions such as skin disorders, open sores, diarrhoea etc. must be reported to the relevant person
- K4 why food items must either be moved or protected during cleaning operations, the correct methods of doing so and the consequences of not doing this correctly
- K5 the range of cleaning equipment specified and how to check that it is safe to use
- K6 which cleaning agents are suitable for the surfaces you are cleaning and the damage that can be caused by using the wrong ones
- K7 how to recognise and label faulty or damaged food production equipment and why this should be reported
- K8 how safely to isolate powered food production equipment and why you must do this before cleaning
- K9 why it is important to refer to manufacturer's instructions for disassembling, re-assembling and cleaning food production equipment and where this information can be obtained
- K10 workplace procedures for dismantling and re-assembling food production equipment including the correct holding area for parts
- K11 how to ventilate the food production area and why this is important
- K12 how to check for chemical residues where this has been used
- K13 the correct methods for de-scaling and cleaning food production equipment and how to apply them safely

### Complete cleaning of food areas

**You need to know and understand**

- K14 how to monitor the cleaning you are undertaking and why it is important to maintain standards according to the business food safety management procedures
- K15 the main types of pest infestations common to food production areas, how to identify them and the action to take to deal with them
- K16 why it is important to report pest infestations and the correct procedures you must take to deal with any incidence of infestation
- K17 the correct procedures for dis-assembly and re-assembly of food production equipment and why it is important to check that all parts are clean before reassembly
- K18 how to identify problems with food production equipment and the correct

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- procedures for reporting them
- K19 why it is important to leave the food area free of deposits, residue and foreign objects and the consequences of not doing so
- K20 the correct place for all food or equipment moved during the cleaning activity and why it is important to put items back where they came from
- K21 why surfaces and vents should be left dry on completion of cleaning
- K22 the correct procedures for disposing of waste and slurry
- K23 how to clean the cleaning equipment used, why you should do this and where and how it should be stored

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