

Kitchen Surfaces Appliances and Dishes Cleaning

WI.Co.SU.32.01

QUALIFICATIONS	SPECIFIC TRAINING	REFERENCES
Knowledge and understanding of this work instruction.	Manual Handling	Manual Handling Code of Practice

TASK	METHOD	HAZARD	CONTROL MEASURES
CLEANING KITCHEN BENCH SURFACES	Collect equipment – ask client where to access approved cleaning products and cloths FOR ALL TASKS	Bending, twisting, reaching, repetitive movement	
Clean Area	Spray benches with approved cleaner or onto cloth Wipe all surfaces with cloth Rinse cloth regularly if required Dry surfaces Return equipment, rinse cloth and leave in laundry or appropriate area		Knowledge of safe applications, lifting and reaching
CLEANING MICROWAVE	Collect approved mild detergent and cloth		
Put water in bucket	Turn on cold tap then hot water – half fill bucket add detergent, dry hands		
Isolate Power Source	Turn off power point and remove plug from socket	Electrocution	Ensure dry hands
Remove glass plate and place safely on bench	Put on gloves and protective clothing	Broken Glass	
Wipe inside and outside of microwave	Wet cloth, wipe microwave inside and out removing all stains		
Wash and dry glass plate	Place warm water and approved cleaner in half filled sink, wash, rinse and dry glass plate thoroughly. Return to microwave	Broken glass, scalding, manual handling	

TASK	METHOD	HAZARD	CONTROL MEASURES
WASHING DISHES	<p>Put on rubber gloves, place plug in kitchen sink, half fill sink with warm water, add approved dishwashing liquid into sink</p> <p>Clean dishes with dish cloth or scourer if needed starting with glasses, mugs, plates, cutlery, then lastly pots and pans</p> <p>Rinse dishes</p> <p>Place on dish rack or kitchen drainer</p> <p>Dry dishes thoroughly with clean tea towel or leave to air dry</p> <p>If time permits put dishes away if client assists</p>	Broken glass, scalding, manual handling	