

# Cafés / Kitchenettes / Break Areas — Duties

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## Cleaning Duties

- Wipe countertops every service; no crumbs, stains, or spills.
- Sanitize high-touch areas: handles, fridge, drawers, microwave.
- Clean sinks and faucet fixtures; remove soap scum; polish metal.
- Empty trash as needed; replace liner; wipe lid and rim if dirty.
- Sweep and mop floors every service (corners & under cabinets).
- Spot clean walls and cabinets daily.
- Wipe exterior of appliances daily (fridge, microwave, Nescafé, toaster).
- Check soap and paper towel dispensers (notify manager if low).

## Shared Responsibility / Notes

- Spills must be cleaned immediately.
- Put items away properly — no bags/boxes left on counters.
- Reference par level charts; aim for full stock.
- Notify manager immediately if supplies are low or unavailable.