

JOB DESCRIPTION: SANITATION ADMINISTRATOR (S.A.)

Title of Position: Sanitation Administrator (S.A.)

Job Description: The S.A. is responsible for cleaning and sanitizing tabletops, seats, booths, and other non-porous hard surfaces inside the restaurant, including front of the house areas, rest rooms, and back of the house.

During operating hours, the S.A. is the designated worker trained on proper procedures and use of tools, supplies, and chemicals for cleaning and sanitizing.

The S.A. does not handle ready to eat foods for service to guests but can handle cases and packaged foods and non-food items during receiving and storage.

The S.A. stores cleaning and sanitizing tools, supplies, and chemicals in designated areas away from food and food contact surfaces.

The S.A. checks all chemical spray bottles daily to ensure that each is properly labeled with name of product inside. Chemical spray bottles should have a label supplied by the manufacturer if possible. Spray bottles containing non-chemical contents, i.e. water and olive oil, must also be labeled or marked with the common name of the product.

The S.A. monitors all hand washing sinks to ensure that they are in working order and stocked with hot and cold running water, dispensed soap, paper towels, hand washing sign, and accessible trash can.

The S.A. is trained on procedures for Cleaning Bodily Fluids.

The S.A. sanitizes all items that staff and guests touch, such as door handles, pens, credit card books, printers, menu holders, telephones, POS machines, etc.

Reporting: The S.A. reports to the restaurant General Manager and in his/her absence, the manager on duty.

Uniform: The S.A. uniform consists of the following items:

- White shirt, black pants, black shoes (non-slip soles recommended)
- White jacket: to be worn in dining room only and removed when cleaning rest rooms or when performing non-guest contact duties.
- Disposable gloves for general cleaning; Nitrile gloves for cleaning rest rooms.
- Face mask
- Head covering, supplied by management
- Plastic disposable apron and eye protection for cleaning rest rooms.
- Jewelry, personal hygiene, grooming, uniform cleanliness per company policies.

General Cleaning and Sanitizing Procedures:

Dining Room:

- Clean and sanitize tabletops, booths, counters, other hard surfaces, and seats in interior and exterior dining areas, according to a clockwise or counter-clockwise pattern during operating hours.
- Wear appropriate uniform when performing cleaning and sanitizing duties in guest contact areas. Remove white jacket when cleaning and sanitizing rest rooms and working in non-guest contact areas.
- After table or booth has been cleared, wipe tabletops and seats with clear clean water from a bucket.
- Using a clean microfiber cloth, spray sanitizing solution onto the cloth and apply enough sanitizer to cover all tabletop and seating surfaces thoroughly.
- Allow to air dry before seating new guests at the table or booth. Use disposable paper towels to speed the process if necessary.

Rest Rooms:

- Remove white jacket and store away from rest rooms; don plastic apron, Nitrile gloves, eye protection, and hair covering.
- Clear all individuals out of immediate area and block off affected area with a Wet Floor Sign.
- Maintain schedule of rest room cleaning every 2 hours and as needed. Place initials on rest room check list prior to starting cleaning and sanitizing.
- Check and re-stock hand washing stations and commodes.
- Clean and sanitize sinks, countertops, and hand-contact areas.
- Clean and sanitize toilets, urinals, and changing stations. Wipe up residual disinfectant with paper towels and dispose in a sealable bag.
- Mop floor with approved sanitizing solution.
- Allow floor to air dry, or dry by other means before removing wet floor sign
- After cleaning, disinfect mops and any other cleaning equipment to prevent spreading harmful pathogens to other areas of facility. Store cleaning items and tools separate from food and food contact equipment and surfaces.

Bar:

- Clean and sanitize hard surfaces, counter tops, seats, and any surfaces or items that can be touched by guests and staff.