

LOS ANGELES UNIFIED SCHOOL DISTRICT  
Facilities Services Division  
Maintenance & Operations

SUBJECT: CLEANING OF FOOD SERVICES FACILITIES

- I. CHARGES TO FOOD SERVICE FUNDS FOR CLEANING OF KITCHEN AREAS ONLY AND TO GENERAL FUND FOR OTHER FOOD SERVICE FACILITIES
- II. DAILY AND DEEP CLEANING
- III. OTHER FOOD SERVICES FACILITIES

I. Charging of Cleaning Costs

Only the deep cleaning of kitchen facilities (areas behind the serving line, including the kitchen floors, walls, doors, storage area, kitchen staff restrooms, and cafeteria manager's office) should be charged to Food Services funding. **Each employee charging time to Food Services funding must document the tasks and amount of time spent in cleaning kitchen facilities in accordance with the procedures detailed in the documents attached to this procedure.**

Cleaning of other food service areas, including both interior and exterior student and staff eating areas, should be charged to General Fund monies. **THE CLEANING OF NON-KITCHEN FACILITIES MAY NOT BE CHARGED TO FOOD SERVICES FUNDING.**

II. Daily and Deep Cleaning Duties

A. Daily Cleaning

**Custodial staff is responsible** for the following daily cleaning tasks in kitchen facilities (areas behind the service lines).

- Sweeping and mopping of floors
- Cleaning and stocking (paper towels, toilet paper, soap) of kitchen staff restrooms
- Emptying trash and cleaning trashcans
- Cleaning Food Services hopper room
- Cleaning Food Services locker room
- Cleaning Food Service hand wash sinks
- Sweeping and mopping dry food storage areas
- Sweeping and mopping walk-in refrigerators/freezers

**Food Services staff is responsible** for the daily cleaning of counters, sinks, appliances, and utensils, pots, etc. used in the preparation and service of food

**B. Deep Cleaning**

**Custodial staff is responsible for periodic deep cleaning of kitchen facilities behind the serving lines.** See Attachment II for a description of the deep cleaning tasks, supplies, and equipment. These duties may be charged directly to Food Services funds provided each employee has a daily time report form to account for his/her duties. Deep cleaning is performed periodically by a centralized custodial crew.

**III. Other Food Services Facilities (Interior and Exterior Student and Staff Eating Areas) – Chargeable to General Fund Monies**

**A. Daily Cleaning**

Custodial staff will be responsible for the following daily cleaning tasks in interior and exterior student and staff eating areas which include the Faculty and Dining rooms before and after each meal period.

- Sweeping and mopping of interior floors
- Emptying trash and cleaning of trash cans
- Picking-up, wiping, and washing down of exterior eating areas
- Cleaning tables and chairs in exterior eating areas
- Cleaning tables and chairs in interior eating areas (if used)

Note: If Food Services staff use areas outside of the kitchen for food preparation or storage, Food Service staff will be responsible for the cleaning of these tables, serving equipment, etc once they are finished. Routine cleaning will still be completed by custodial staff.