



General Store Cleaning Policy

Why is this important? An establishment should have a working and clean area available for employees and its patrons.

Who does this apply to	All employees are responsible for ensuring the general store area is clean and functions. Trash will be emptied and sinks will be cleaned once daily or as needed.
When will this be performed	All employees are responsible for checking the general store area every 60 minutes.
Where does this take place	The general store area includes customer lobby, store front windows and doors, and the employee retail area where the popcorn, marshmallows, and crispy rice treats are located, and the food prep counters. Store front refrigerators and product displays.
How is this completed	All employee will check the store front and will stock hand soap, paper towels, drinks, and all products on sales floor as needed. The floor will be swept and mopped using the broom and mop head. Floor cleaner is available as well as sanitation solutions to ensure all food prep surface. All utensil are to be cleaned at the end of the day or as needed during the day.
Corrective Action	The manager is responsible for ensuring employees are following the general store cleaning policy. Failures to comply will result in employee cleaning the general store front. Continued disregard with policy may result in disciplinary actions, up to and including termination.
Monitoring Steps	All general store cleaning times are logged. Manager is responsible for reviewing logs to ensure policy is being implemented.
Training of Staff	All employees are required to read the general store cleaning policy when they are hired. The manager then demonstrates the procedures for all employees. Refresher training is provided through daily/weekly staff meetings.
Verification Policy	Managers will review log sheets daily to monitor all cleaning activities. The manager shall review the policy with employees as needed. If infractions of this GSCP are repeated, modifications to the training protocol or monitoring steps will be made based on observations and this GSCP will be updated accordingly.

I agree to follow the regulations in the Restroom Cleaning Policy as outlined above and according to the Maricopa County Health department.

Employee Name

Date

Employee Signature