

Kitchen Cleaning Rota

Checklist · UK · Updated 2026-08-10 · Square brackets are placeholders to replace with your own details.

A kitchen cleaning rota is the written matrix of every cleaning task in the kitchen — what gets cleaned, how, with what, by whom, and how often — split into daily, weekly, and monthly tasks with a named owner and a sign-off for each. It replaces "clean as you go and deep-clean when we get a quiet week" with a routine that actually gets done.

Cleaning is where food hygiene ratings are won and lost. An Environmental Health Officer can see within minutes whether a kitchen is cleaned on a system or on good intentions: the extraction filters, the can opener blade, the walk-in fan guards, the floor drains — the places a rota reaches and ad-hoc cleaning never does.

This template gives you the full rota — daily, weekly, and monthly tasks — plus the chemical safety rules for the products your team uses and the sign-off records that prove the rota is being worked.

Purpose and scope

This rota sets out every routine cleaning task in the kitchen at [Your company], [site], with its frequency, method, chemical, and named owner. It applies to all kitchen staff; the [kitchen manager/head chef] owns completion and signs off each period.

Clean-as-you-go during service is assumed and is not on this rota — this document covers the scheduled tasks that keep the kitchen inspection-ready between deep cleans.

How the rota works

- Daily tasks are completed on the shift indicated and initialled on the daily sheet; the closing manager checks them before lock-up.
- Weekly and monthly tasks are assigned by name on the weekly rota at [location/system] — a task without a name attached is a task that waits for "someone".
- Every food-contact surface task means clean then disinfect: wash with detergent, rinse, apply a food-safe disinfectant to the manufacturer's contact time, and air dry.
- Any equipment that cannot be cleaned on schedule (broken, in use, inaccessible) is flagged to [name/role] the same day — not silently skipped.

Daily cleaning tasks

1. Clean and disinfect all prep surfaces and chopping boards between tasks and at close; run boards through the dishwasher at close.
2. Break down, clean, and disinfect slicers, mixers, and the can opener after use and at close — including blades and guards.
3. Refresh sanitiser spray and cloths [per shift]; change cloths between raw and ready-to-eat areas — never share them.

4. Clean the cook line at close: flat top scraped, range surfaces degreased, fryer area wiped down, spills behind and between equipment cleared.
5. Wash all smallwares and utensils through the dishwasher or sink; check the dishwasher is reaching temperature.
6. Clean wash-hand basins and restock soap and paper towels at every station.
7. Empty bins as needed and at close; wash your hands after handling waste and before returning to food tasks.
8. Sweep and mop all kitchen floors at close, including under movable equipment; put wet-floor signs out while drying.
9. Wipe walk-in and fridge door handles and seals; spot-clean spills in fridges immediately.

Weekly cleaning tasks

1. Empty each walk-in and fridge on rotation: clean and disinfect shelving, walls, and floors; check and clean fan guards; verify unit temperature after restocking.
2. Clean ovens, salamanders, and microwaves inside and out with the listed product for each.
3. Boil out or filter-clean fryers per the manufacturer's procedure and clean the fryer cabinets behind and beneath.
4. Descale the dishwasher and spray arms, and clean sink drain baskets and splashbacks.
5. Move the line equipment that rolls and clean the floors and walls behind it.
6. Scrub floor drains with the designated brush and flush with [product] — never use that brush for anything else.
7. Clean dry-store shelving and check for pests, damaged packaging, and anything stored on the floor.

Monthly cleaning tasks

1. Clean or exchange extraction filters and wipe accessible canopy surfaces; confirm the professional duct clean is on contract at [frequency per your fire risk assessment and usage] and log the last service date.
2. Pull refrigeration units forward where safe and clean condenser coils per the manufacturer's instructions [or log the service visit].
3. Deep-clean walls, ceilings, and light fittings in the kitchen and wash-up area; replace any missing diffusers.
4. Empty and scrub the ice machine bin and clean per the manufacturer's schedule; log the service.
5. Wash bins and the external bin store; confirm lids close and the area drains.
6. Audit the chemical station: stock levels, labels on every decanted bottle, safety data sheets current and accessible, nothing stored above or beside food.

Chemical safety (COSHH)

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Use only the products listed on this rota, at label concentrations — stronger is not cleaner, and unlisted products have no COSHH assessment or data sheet on file.

- Label every decanted container (spray bottles, buckets) with the product name — an unlabelled bottle gets emptied, not guessed at — and never mix chemicals, especially chlorine products with anything else.
- Wear the PPE listed for each product ([gloves, eye protection]) and know where the eyewash [station/bottle] is.
- Store all chemicals in the designated area, below and away from food, equipment, and packaging.

Records and review

Initialled daily sheets and signed weekly and monthly rotas are filed at [system/location] for [period]. They are the first thing to show an EHO who asks how cleaning is managed — and the first place to look when something is repeatedly missed.

This rota is reviewed [frequency, e.g. quarterly], after any inspection finding or pest sighting, and whenever equipment or menu changes add new cleaning tasks. Owner: [name/role]. Next review due: [date].

How to use this template

1. Walk the kitchen with your head chef and list every piece of equipment — the rota fails where the walk was skipped.
2. Put a name, not a role, against every weekly and monthly task on the live rota.
3. Match every chemical on the rota to a data sheet and COSHH assessment before publishing, and bin the products that have neither.
4. Slot the finished rota into your SFBB pack or food safety management system so the EHO sees one joined-up system.
5. Trial it for two weeks and time the close — if closing cleaning overruns the rostered time, fix the rota or the roster, not the standard.

Official guidance

- › [FSA — Safer Food, Better Business \(SFBB\)](#)
- › [HSE — COSHH: Control of Substances Hazardous to Health](#)

This template is provided in good faith and for general information — it is not legal advice. Adapt it to your organisation and, where your sector carries specific legal requirements, have the finished document reviewed by a qualified adviser. The live version at <https://trainedteam.com/templates/kitchen-cleaning-rota-template> is kept current; this file is a snapshot.