



METHOD STATEMENT: MS009

Task description: Crockery collection, dishwasher use and washing up by hand

Equipment

Washing up liquid

Sponge/ lavette cloth

Rubber gloves

Tray or trolley

PPE

Nitrile Gloves/ rubber gloves

Safety

Use correct manual handling positioning - do not over reach/ stretch

Use correct colour coding for cloths

Beware of sharps i.e broken crockery, knives in sinks

Procedure

Collect all crockery and cutlery using a trolley or hand tray

Dishwasher- load crockery into dishwasher ensuring that cups, mugs and glasses are inverted and that as far as possible items are placed in suitable racks and not overloaded

Check salt and rinse aid levels top up if necessary

Load detergent compartment with tablet or powder and run dishwasher on normal wash programme

Hand washing- Prepare sink by half filling with hot water and measured detergent

Prepare hot rinsing water in second sink (if applicable)

Wash crockery and cutlery using a colour coded cloth. Rinse, drain and stack in staggered piles or racks provided

Dry crockery and cutlery using a dry tea towel or paper towelling

Stack clean crockery in cupboards

Return cutlery to tray or drawer

Drain sinks and clean with detergent and cloth buff to shine

Wash cloths and allow to dry

Report any breakages in log or to Supervisor/Manager