



Employee Training Manual: Cleaning Inside the Oven

Objective

To safely and thoroughly clean the inside of the oven by removing burnt-on residue, grease, and odors—restoring the oven to a clean and usable condition without damaging surfaces.



Materials Needed

- Oven cleaner (or baking soda + vinegar for natural method)
- Non-abrasive scrub pad or sponge
- Razor scraper (optional, for stubborn spots)
- Gloves
- Microfiber cloths or paper towels
- Bucket of warm water
- Trash bag or bin (for food debris)



Step-by-Step Instructions

Check for Client Approval

Before starting, confirm that oven cleaning is part of the task and whether the client prefers chemical or natural cleaners.

Remove Racks

Take out the oven racks and set them aside. Clean them in the sink with warm soapy water or soak if heavily soiled.

Apply Cleaner

Spray or spread oven cleaner on the interior surfaces—walls, base, and door—avoiding heating elements. Let it sit per instructions (usually 10–30 mins).

Scrub Interior

Use a non-abrasive scrub pad or sponge to loosen baked-on grease and residue. Use a scraper gently on tough spots if needed.

Wipe Clean

Wipe out the cleaner and loosened grime with damp cloths or paper towels. Repeat until all residue is removed.



Rinse and Dry

Wipe down the interior with clean water to remove any remaining cleaner. Dry with a microfiber cloth.

Clean Door Glass and Gasket

Carefully clean the interior glass and the rubber door seal. Use a damp cloth for the gasket—do not saturate or pull on it.

Reinsert Racks

After cleaning and drying, place the racks back inside neatly.

✨ Pro Tip to Elevate the Experience

If the oven has a self-cleaning feature, never activate it unless explicitly instructed by the client—it can cause smoke and strong odors during service.

✅ Quality Checklist

- Interior is free of grease, ash, and food residue
- Racks are cleaned and replaced properly
- No harsh chemical smell left behind
- Glass window is clear and streak-free
- Door gasket is clean and undamaged





Employee Training Manual: Cleaning Inside the Refrigerator

Objective

To clean and sanitize the inside of a refrigerator by removing food residue, spills, and odors—ensuring a hygienic, odor-free space that respects client items and preferences.



Materials Needed

- Mild all-purpose cleaner or vinegar-water solution
- Non-abrasive sponge or cloth
- Microfiber towels or paper towels
- Bucket or basin for parts
- Cooler or bin (optional, to hold food items temporarily)
- Gloves (optional)



Step-by-Step Instructions

Ask for Permission First

If fridge cleaning is not already included in the client notes, always ask before beginning. Confirm which items can be moved or tossed.

Remove Food Items

Take out food items and place them in a cooler or on a clean counter. Group items together so they're easy to put back.

Take Out Shelves and Drawers

Remove all removable shelves and bins carefully. Set them aside or wash them in the sink using warm soapy water.

Clean Interior Surfaces

Spray cleaner or vinegar-water mix inside the fridge. Wipe down walls, door gaskets, and shelf brackets. Use a sponge for sticky or dried spills.

Dry and Replace Parts

Dry all interior surfaces and cleaned shelves. Reinstall drawers and shelves carefully.



Wipe Bottles Before Returning

Quickly wipe sticky jars or containers before placing them back inside. Organize items neatly.

Clean Door Seals

Use a damp cloth to clean around the rubber door seals. Avoid pulling or stretching the gasket.

✨ Pro Tip to Elevate the Experience

Leave an open box of baking soda inside the fridge if the client doesn't already have one. It's a simple touch that helps fight odors.

✅ Quality Checklist

- Interior walls and surfaces are wiped clean
- Shelves and bins washed, dried, and replaced
- No sticky spots or residue left behind
- Food returned neatly and grouped by category
- Door seals cleaned and intact

