**The Clean Store Champion Guide:**

**Master the Standards That Create Management Opportunities**

*A practical, step-by-step toolkit for employees and aspiring managers to turn cleaning excellence into career advancement and store success.*

**1. Cleanliness Standards Assessment**

**“Are You Meeting Management-Level Cleaning Standards?” Quiz**

|  |  |  |  |
| --- | --- | --- | --- |
| # | Question | Yes | No |
| 1 | Do you know the difference between daily, weekly, and deep-cleaning tasks? |  |  |
| 2 | Are you familiar with health inspection requirements for your store type? |  |  |
| 3 | Can you demonstrate the correct process for cleaning and sanitizing key areas? |  |  |
| 4 | Do you document cleaning with checklists or photo evidence? |  |  |
| 5 | Can you identify and prevent “invisible” problem areas (handles, buttons, restrooms)? |  |  |
| 6 | Have you trained or led others in store cleaning procedures? |  |  |
| 7 | Can you show how store cleanliness impacts customer trust or sales? |  |  |
| 8 | Have you prepped for or passed a health inspection? |  |  |

**Score:** \_\_\_\_ / 8

*7–8: Management-Ready!*

*5–6: Strong, but keep building.*

*0–4: Start mastering the standards below!*

**2. Health Inspection Preparation Checklist**

* All cleaning logs up-to-date and signed off
* All restrooms, counters, and food prep areas deep-cleaned
* Labels/expiration dates visible and correct on all food
* Mop buckets, sinks, and equipment sanitized and stored
* Emergency procedures posted and reviewed with team
* All staff trained on handwashing and PPE requirements

**3. Daily & Weekly Cleaning Routines**

**Daily Cleaning Routine**

|  |  |  |  |
| --- | --- | --- | --- |
| Area | Task Description | Completed (✓) | Notes |
| Entryway | Sweep/mop, clean glass/handles |  |  |
| Checkout Area | Disinfect counter, PIN pads |  |  |
| Restrooms | Disinfect all surfaces, restock |  |  |
| Food Prep | Sanitize surfaces, check expiry |  |  |
| Coffee/Drink Bar | Wipe, refill, clean spills |  |  |

**Weekly Deep Cleaning Tasks**

|  |  |  |  |
| --- | --- | --- | --- |
| Area | Task Description | Completed (✓) | Notes |
| Coolers/Freezers | Remove stock, clean shelves |  |  |
| Floors | Strip, mop, or power wash |  |  |
| Back Room | Organize, disinfect shelves |  |  |

**4. Customer Trust-Building Strategies**

* Greet customers in a clean uniform with clean hands
* Visibly clean “high-touch” areas during open hours
* Display cleaning checklists or “last cleaned” signage
* Ask for customer feedback on store cleanliness
* Share before/after photos on social media (with permission)

**5. Compliance Documentation Templates**

**A. Cleaning Log**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Area Cleaned | Task | Initials | Supervisor Check (✓) |
|  |  |  |  |  |

**B. Health Inspection Prep Record**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Date | Checklist Reviewed | Issues Found | Actions Taken | Cleared (✓) |
|  |  |  |  |  |
|  |  |  |  |  |
|  |  |  |  |  |

**6. Team Leadership in Cleanliness**

* Assign cleaning tasks by shift and skill level
* Run “clean store competitions” between shifts for recognition
* Use praise and small rewards for “cleanliness MVPs”
* Coach team on the WHY: “Clean stores get better reviews, more sales, and fewer emergencies”

**7. Interview Prep for Cleanliness-Focused Promotions**

* **Sample Questions:**
  + “Tell me how you prepared for your last health inspection.”
  + “How do you motivate your team to keep the store clean?”
  + “Give an example of a time when cleaning standards prevented a major problem.”
* **Portfolio Tip:**  
  Collect photo evidence, signed logs, and customer comments to show in your next interview!