

## Service Standards Audit

## Staff Appearance and Hygiene





Staff uniform is neat, clean, and in good order.
All staff on duty are well with no visible symptoms of illness.
<ul> <li>Staff has tidy hair</li> <li>Woman: Long hair is tied neatly. Short hair is cleanly tucked behind the ears, not longer than the shoulder.</li> <li>Man: Hair is short and clean (no facial hair). Long hair is tied neatly.</li> </ul>
Nails are short and clean.
Staff does not use excessive or strong scent perfumes.
<ul> <li>Staff do not use large accessories and jewellery</li> <li>Front of House staff: No rings – except wedding ring, no bracelet, simple necklace, simple earrings, watch</li> <li>Back of House staff: No accessories or jewellery, including wedding ring</li> </ul>
Staff demonstrates proper handwashing procedure and handwashing technique, especially after handling raw products.
Staff dries hands using towel (not on apron).
<ul> <li>Staff is following personal hygiene procedures, such as washing hands after clearing dishes and handling money.</li> <li>Staff must also wash hands after: Smoking, trash run, handle or touch trash bin.</li> </ul>
Staff is wearing a mask, apron, hairnet, and hand gloves when

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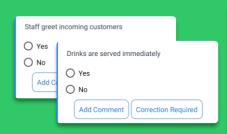
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## Thank you for downloading the Service Standards Audit Staff Appearance & Hygiene

Now you have the manual **Staff Appearance and Hygiene audit template**, how about using a digital version to simplify the experience?

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