

Business Memo to Employees

To: All Employees

From: The Restaurant Manager

Date:

Re: Cleanliness in the Restaurant

I have noted that cleanliness in the restaurant is not observed. The cleanliness of the restaurant counters and tables does not meet the required standards. I would like to endorse that the sanitation of all the parts of the restaurant is of utmost importance since this is a part of our promise to the customers. This part of hygiene should also be reflected on the attire that the company has provided. The caps and the entire uniform should be clean in order to convince our customers that we offer the best service in the region.

Regardless of your position in the restaurant, please maintain the following:

Dos

- Wipe spills and leaks without delay
- Utilize the sanitizing liquid in cleaning all counters
- Wash your hands and keep them always clean

Don'ts

- Leave soiled towels in the sink
- Clean the counters with chemicals
- Touch anything subsequent to handling perfumes

Please remember that it is the interest of the company to keep the restaurant clean at all times.

Also note that our negligence can affect another person's health. Please be informed that we will be conducting random checks to ensure that all the mentioned areas have standard hygienic conditions. Failure to observe this will result in immediate measures.

In order to effect the above, we will organize a meeting to discuss our progress with a specific health department. We will also have hygienic training sessions on the same day. The date of the meeting will be communicated later. Please feel free to get in touch with me in case you have any questions or clarifications.

Regards,

Restaurant Manager