

Standard Operating Procedure (SOP): Bar Area Cleaning and Waste Disposal Procedures

This SOP details the **bar area cleaning and waste disposal procedures**, encompassing daily cleaning schedules, proper sanitization techniques, responsible waste segregation, and disposal methods. It aims to maintain a hygienic and safe environment by ensuring all bar surfaces, utensils, and equipment are thoroughly cleaned and all waste is handled in compliance with health and environmental regulations.

1. Scope

This SOP applies to all bar staff responsible for cleaning and waste management in the bar area.

2. Responsibilities

- Bar Staff: Execute daily cleaning and waste procedures as outlined.
- Supervisors: Monitor compliance, provide necessary resources and training.
- Management: Review and update SOP as needed.

3. Daily Cleaning Schedule

Area/Item	Frequency	Method
Bar Counters & Surfaces	After each shift & spills	Wipe with food-safe sanitizer & clean cloth
Glassware & Utensils	After each use	Wash in dishwasher or hot, soapy water; air-dry
Beverage Dispensers & Taps	End of day	Disassemble, wash, sanitize, and reassemble
Floors	At closing & as needed	Sweep and mop with appropriate cleaning solution
Storage Shelves	Weekly	Dust and wipe down with sanitizer
Refrigerators & Coolers	Weekly	Empty, clean, and disinfect

4. Sanitization Techniques

1. Use food-safe sanitizers, following manufacturer's instructions for dilution and application.
2. Ensure all cleaning cloths and equipment are washed and sanitized daily.
3. Allow all sanitized surfaces and items to air-dry fully before use.
4. Wash hands thoroughly before and after cleaning tasks.

5. Waste Segregation and Disposal

1. Separate waste into:
 - **Glass** (bottles, broken ware)
 - **General Waste** (napkins, wrappers)
 - **Recyclables** (plastic, cans, paper)
 - **Organic Waste** (fruit, garnishes)
2. Use clearly labeled bins for each waste category and line with appropriate bags.
3. Empty bins regularly (at least once per shift or when 2/3 full).
4. Seal bags before disposal and transport to designated site or compactors.
5. Clean and disinfect waste bins daily.
6. Comply with all local health, safety, and environmental regulations.

6. Record Keeping

- Maintain cleaning schedules, waste log books, and incident reports as required.
- Supervisors to verify records at end of each week.

7. Review and Training

- Review SOP annually or as required by changes in regulations.
- Train all bar staff upon hiring and with every SOP update.

8. References

- Relevant local health and safety regulations
- Environmental waste disposal guidelines
- Manufacturer instructions for cleaning products