

SOP: Clear Labeling of Allergen-Free Dishes on Menus and Kitchen Tickets

This SOP details the procedures for **clear labeling of allergen-free dishes** on menus and kitchen tickets to ensure accurate communication and prevent cross-contamination. It includes guidelines for identifying allergen-free items, consistent menu notation, kitchen ticket markings, staff training on allergen awareness, and verification processes. The aim is to safeguard customers with allergies by providing transparent, reliable information and promoting a safe dining experience.

1. Purpose

To establish standardized procedures for labeling allergen-free menu items and kitchen tickets to ensure customer safety and compliance with food allergy management best practices.

2. Scope

Applies to all menu development, kitchen operations, and front-of-house staff in the food service establishment.

3. Definitions

Term	Definition
Allergen-Free	Dishes confirmed to be free from specified common allergens (e.g., gluten, dairy, nuts, shellfish, eggs, soy, etc.).
Menu Notation	Symbols or text used on menus to indicate allergen-free dishes.
Kitchen Ticket	Order slip (paper or electronic) provided to back-of-house staff specifying allergen-free requests.

4. Procedures

- Identifying Allergen-Free Dishes**
 - Chefs and kitchen managers must review all ingredients for each dish to confirm allergen-free status.
 - Maintain a list of commonly requested allergen-free categories (e.g., gluten-free, nut-free, dairy-free).
- Menu Labeling Guidelines**
 - Use standardized symbols or abbreviations (see example table below).
 - Include a key/legend on all menus explaining symbols used.
 - Ensure menu descriptions do not contradict allergy information.

Symbol/Abbreviation	Meaning
GF	Gluten-Free
DF	Dairy-Free
NF	Nut-Free
ØŸœ±	Vegan/Allergen-Free (as defined in the legend)

- Marking Kitchen Tickets**
 - Clearly indicate allergen-free requests on kitchen tickets using bright-colored highlighter, specific code, or digital annotation.
 - Separate allergen-free tickets or highlight with stickers if using printed tickets.
- Staff Training**
 - Train all staff on menu notations, kitchen ticket systems, and allergen awareness.
 - Review procedures periodically and after any menu changes.
- Verification & Communication**
 - Managers must verify labeling accuracy before menu printing or updates.
 - Staff must confirm allergen-free status of dishes before service and communicate any changes immediately.

5. Recordkeeping

- Maintain updated records of allergen-free dish verification, staff training logs, and menu versions.

6. Review & Updates

- Review SOP annually or upon significant menu or supplier changes.
- Document and implement any corrections or updates as needed.

Note: Always remind customers to inform staff of food allergies before ordering, as kitchen environments pose cross-contact risks.