

Standard Operating Procedure (SOP)

Employee Training on Allergen Awareness and Handling

This SOP details the **employee training on allergen awareness and handling**, focusing on educating staff about common allergens, proper identification of allergenic ingredients, cross-contact prevention techniques, safe food preparation practices, cleaning and sanitizing protocols, emergency response for allergic reactions, and ongoing training requirements. The goal is to enhance employee knowledge and skills to prevent allergen contamination and protect customers with food allergies, ensuring a safe dining experience for all.

1. Purpose

To train and equip employees with the knowledge and skills required to handle food allergens safely, identify allergenic ingredients, prevent cross-contact, and respond to allergic reactions, ensuring the safety of customers with food allergies.

2. Scope

This SOP applies to all staff involved in food preparation, service, cleaning, and management within the food facility.

3. Responsibilities

- **Management:** Ensure all staff complete required training and provide ongoing resources and support.
- **Employees:** Attend mandatory training sessions and apply knowledge and procedures in daily operations.
- **Trainers:** Deliver up-to-date training, monitor employee performance, and document completion.

4. Procedure

1. **Awareness of Common Allergens**
 - Educate staff on the major food allergens (e.g., peanuts, tree nuts, milk, eggs, fish, shellfish, soy, wheat, sesame).
 - Review facility-specific ingredient lists for potential allergens.
2. **Identification of Allergenic Ingredients**
 - Train employees to read ingredient labels and recognize hidden sources of allergens.
 - Ensure accurate updating of food menus and ingredient information.
3. **Cross-Contact Prevention**
 - Demonstrate methods to avoid allergen transfer, including using separate utensils, stations, and storage.
 - Label and segregate allergen-containing items properly.
4. **Safe Food Preparation Practices**
 - Follow standardized recipes and preparation protocols.
 - Use clean equipment and surfaces when preparing allergen-free dishes.
5. **Cleaning and Sanitizing Protocols**
 - Outline appropriate cleaning and sanitizing procedures for all kitchenware and surfaces.
 - Schedule routine deep cleaning in food preparation and storage areas.
6. **Emergency Response**
 - Train staff to recognize signs of an allergic reaction (e.g., hives, difficulty breathing, swelling).
 - Review procedures for contacting emergency services and using epinephrine auto-injectors (if available).
7. **Ongoing Training Requirements**
 - Conduct initial training during orientation and refresher sessions annually or when menu changes occur.
 - Document training completion and retain records for audit purposes.

5. Documentation

- Maintain signed training records for all employees.
- Update training materials and SOPs as needed based on new regulations or menu items.

6. Review & Revision

This SOP shall be reviewed annually by management and updated as needed to comply with current regulations and best practices.