

Standard Operating Procedure (SOP): Glassware, Utensils, and Bar Tool Sanitation

This SOP details the procedures for **glassware, utensils, and bar tool sanitation** to ensure cleanliness and hygiene in food and beverage service areas. It covers the proper cleaning, sanitizing, and storage methods to prevent contamination, maintain health standards, and provide safe, high-quality service to customers.

1. Purpose

To establish consistent procedures for the sanitation of glassware, utensils, and bar tools to prevent cross-contamination and maintain a safe environment for guests and staff.

2. Scope

This SOP applies to all staff members responsible for cleaning and handling glassware, utensils, and bar tools in the food and beverage service areas.

3. Responsibilities

- All staff must follow the sanitation procedures detailed in this SOP.
- Supervisors and managers are responsible for training staff and ensuring compliance.

4. Materials & Equipment

- Dishwashing machine or three-compartment sink
- Approved detergents and sanitizers
- Clean drying racks or towels
- Personal protective equipment (PPE) as required

5. Procedure

1. **Preparation:**
 - Wear appropriate PPE (gloves, apron as necessary).
 - Remove food residues and empty contents from glassware and utensils.
2. **Washing:**
 - **Manual:** Use the three-compartment sink:
 - a. Wash in first sink with hot water ($>43^{\circ}\text{C}/110^{\circ}\text{F}$) and detergent.
 - b. Rinse in second sink with clean hot water.
 - c. Sanitize in third sink with approved sanitizer (follow manufacturer instructions for dilution and contact time).
 - **Mechanical:** Place items in dishwashing machine; use proper rack to avoid breakage. Run cycle using appropriate detergent and sanitizer; ensure machine reaches required sanitation temperature.
3. **Inspection:**
 - Visually check items for cleanliness, sanitizer residue, or defects (chips, cracks).
 - Rewash any item not meeting standards.
4. **Drying:**
 - Air-dry all sanitized items on clean racks. **Do not towel dry** to avoid contamination.
5. **Storage:**
 - Store glassware, utensils, and bar tools in clean, dry designated storage areas.
 - Do not store items near chemicals or waste containers.

6. Monitoring & Documentation

- Regularly inspect equipment, supplies, and storage areas for cleanliness.
- Record any deviations and corrective actions taken.

7. Training

- All new staff must be trained on this SOP before handling glassware, utensils, or bar tools.
- Ongoing refresher training will be provided annually or as needed.

8. References

- Local Health Department Guidelines
- FDA Food Code
- Manufacturer instructions for cleaning chemicals and dishwashing equipment