

Standard Operating Procedure (SOP): Final Kitchen and Prep Area Cleaning and Sanitation

This SOP details the procedures for **final kitchen and prep area cleaning and sanitation**, including the proper disposal of food waste, thorough cleaning of all surfaces, sinks, and equipment, sanitizing food contact areas to prevent cross-contamination, and ensuring compliance with health and safety standards. The goal is to maintain a hygienic environment that reduces the risk of foodborne illnesses and supports safe food preparation practices.

Scope

This SOP applies to all employees responsible for end-of-day kitchen and prep area cleaning in the facility.

Responsibilities

- All kitchen staff must adhere to this SOP before leaving the premises.
- Supervisors/Managers must ensure proper cleaning procedures are followed and sign off on completion.

Materials and Equipment Needed

- Disposable gloves and aprons
- Food-safe cleaning detergents
- Approved sanitizing solution (as per manufacturer instructions)
- Scrub brushes, sponges, and clean cloths
- Garbage bags
- Mops and buckets
- Broom and dustpan
- Sink brushes and drain cleaner

Procedures

- 1. Pre-Cleaning Preparation**
 - Put on disposable gloves and aprons.
 - Gather all cleaning and sanitation supplies.
- 2. Disposal of Food Waste**
 - Remove all leftover food and waste from prep and storage areas.
 - Dispose of waste in designated garbage containers lined with clean bags.
 - Take garbage out to outdoor bins; replace liners in all interior bins.
- 3. Surface and Equipment Cleaning**
 - Remove all items from counters, workstations, and prep tables.
 - Clean all surfaces (counters, tables, shelves) with food-safe detergent and warm water.
 - Disassemble removable parts from equipment as needed (e.g., slicers, mixers) and clean thoroughly.
- 4. Sink and Drain Cleaning**
 - Clean sinks with detergent and scrub brushes.
 - Ensure drains are free of debris and apply appropriate drain cleaner if necessary.
- 5. Sanitization of Food Contact Areas**
 - Apply approved sanitizing solution to all cleaned food contact surfaces and equipment.
 - Allow surfaces to air dry or as per manufacturer recommendations.
- 6. Floor Cleaning**
 - Sweep all kitchen and prep area floors to remove debris.
 - Mop floors with suitable floor cleaner. Pay close attention to corners and under equipment.
- 7. Final Check and Documentation**
 - Inspect all areas to ensure cleanliness and dryness.
 - Sign off completion log and notify supervisor/managers of any issues.

Compliance and Safety

- Ensure all cleaning chemicals are properly labeled and stored according to regulations.
- Follow safety protocols for handling cleaning agents and equipment.
- Practice proper hand hygiene after completing cleaning tasks.

Records and Verification

Date	Area Cleaned	Staff Initials	Supervisor Verification

Review and Updates

This SOP should be reviewed annually or when cleaning products, procedures, or health regulations change.

Approved by: _____ Date: _____