

Standard Operating Procedure (SOP): Kitchen Prep Process

This SOP details the **kitchen prep process**, covering ingredient stock checks to ensure availability, equipment preheating for optimal cooking conditions, and sanitation practices to maintain cleanliness and food safety standards before meal preparation.

1. Ingredient Stock Check

1. Review the menu and list all required ingredients for meal prep.
2. Inspect current ingredient inventory for availability and quality.
3. Check expiration dates and discard any expired or spoiled items.
4. Note missing or low-stock items and communicate with purchasing as needed.
5. Organize ingredients by category (e.g., refrigerated, pantry, frozen) for easy access.

2. Equipment Preheat

1. Identify all necessary cooking equipment and tools for the day's menu (e.g., ovens, grills, fryers, pots).
2. Ensure all equipment is clean and in good working condition.
3. Set equipment to the specified preheating temperatures according to recipes or standard settings.
4. Allow equipment to reach target temperatures before use-confirm with built-in thermometers or external temperature gauges where applicable.
5. Arrange utensils and other tools at each workstation for easy workflow.

3. Sanitation

1. Wash hands thoroughly using soap and warm water for at least 20 seconds.
2. Disinfect all work surfaces, cutting boards, and prep stations using approved sanitizers.
3. Ensure cleaning cloths, sponges, and sanitizing solutions are fresh and stored properly.
4. Inspect and clean sinks, drains, appliances, and utensil storage as needed.
5. Wear clean uniforms, hair coverings, and disposable gloves if required by local health regulations.
6. Post "Sanitized" signs where appropriate until ready for use.

Note: Follow all local health and safety guidelines and log sanitation tasks in the cleaning checklist or logbook.

4. Documentation

- Complete daily prep checklists for ingredients, equipment, and sanitation.
- Record any issues found and the corrective actions taken.
- Submit logs to the kitchen supervisor or manager at the start of each shift.

References

- Local food safety regulations and codes
- Manufacturer equipment manuals
- Facility's cleaning and safety protocols