

SOP Template: On-site Food Handling, Serving, and Replenishment Procedures

This SOP details the comprehensive **on-site food handling, serving, and replenishment procedures**, emphasizing hygiene standards, proper food storage, safe serving techniques, timely food replenishment, and waste management. It ensures compliance with health regulations to maintain food safety, prevent contamination, and deliver a high-quality dining experience for all patrons.

1. Hygiene Standards

- All staff must wash hands with soap and water before handling food and after any potential contamination (e.g., using the restroom, handling waste).
- Wear appropriate personal protective equipment, including gloves, hairnets, and aprons.
- Cover any open cuts or wounds with waterproof bandages and gloves.
- Refrain from working while ill, especially with gastrointestinal or respiratory symptoms.

2. Food Storage Procedures

- Store perishable items at correct temperatures: below 5°C (41°F) for chilled items and above 60°C (140°F) for hot foods.
- Label all food items with date and time of preparation and expiry.
- Ensure separation of raw and cooked foods to avoid cross-contamination.
- Store food off the floor and away from walls in clean, covered containers.

3. Safe Serving Techniques

- Use clean utensils and serving ware; replace any that fall or are contaminated.
- Serve food with tongs, ladles, or scoops to minimize bare-hand contact.
- Monitor food temperatures regularly and record as per guidelines.
- Keep serving areas clean and sanitized; wipe spills immediately.

4. Food Replenishment Procedures

1. Monitor serving trays and dishes to ensure timely replenishment.
2. Use smaller batches to reduce the risk of food sitting at unsafe temperatures.
3. Replace entire trays/pans rather than topping up to prevent mixing old and new batches.
4. Record times for food replenishment and discard any food past safe holding times.

5. Waste Management

- Designate separate bins for food waste and recyclables.
- Empty waste containers frequently to avoid overflow and odors.
- Clean and sanitize waste areas daily.
- Dispose of any food that has been held beyond safe time/temperature limits.

6. Compliance and Training

- All staff must be trained in food safety and handling procedures.

- Review SOPs quarterly or when health regulations are updated.
- Document and report incidents of non-compliance or food safety hazards.

7. Monitoring and Documentation

Task	Frequency	Person Responsible	Log/Documentation
Hand Washing	Before/after each food handling activity	All food service staff	Handwashing checklist
Temperature Checks	Every 2 hours during service	Designated food safety staff	Temperature log chart
Waste Disposal	As bins reach 3/4 full or every 2 hours	Cleaning staff	Waste management log
Refresher Training	Quarterly	Manager/Supervisor	Training attendance records

8. References

- Local Health Department Guidelines
- US Food and Drug Administration (FDA) Food Code
- Occupational Safety and Health Administration (OSHA) Guidelines

Approval and Review

Prepared by: _____

Date: _____

Reviewed by: _____

Next Review Date: _____