

SOP: Prep Station Setup and Food Stock Verification

This SOP details the **prep station setup and food stock verification** process, covering the organization and arrangement of the preparation area, proper sanitation practices, and the systematic verification of food inventory. It ensures all ingredients and supplies are accounted for, fresh, and stored correctly, promoting efficiency, food safety, and consistency in meal preparation.

1. Purpose

To establish a standardized procedure for setting up the prep station and verifying food stock to maintain food safety, consistency, and operational efficiency.

2. Scope

This SOP applies to all kitchen personnel responsible for food preparation and inventory management.

3. Responsibilities

- Prep Cook: Sets up prep station, follows sanitation and organization guidelines, verifies ingredients and supplies.
- Kitchen Supervisor or Manager: Checks completed setup, oversees inventory records, and ensures compliance with safety standards.

4. Procedure

1. **Personal Preparation:**
 - Wash hands thoroughly with soap and warm water.
 - Wear clean uniform, apron, and hairnet/cap.
2. **Sanitize the Prep Station:**
 - Clear surface of any debris or unused equipment.
 - Wipe down all surfaces with an approved food-safe sanitizer.
 - Sanitize utensils, cutting boards, and containers.
3. **Organize Equipment and Utensils:**
 - Arrange knives, boards, measuring tools, and storage bins within reach.
 - Ensure equipment is clean and in good working condition.
4. **Food Stock Verification:**
 - Cross-check current inventory against prep list or par levels.
 - Confirm all essential ingredients and supplies are present.
 - Check dates and quality of each item; discard expired or spoiled products.
 - Verify food is stored per safety guidelines (e.g., cold storage below 40°F/4°C).
5. **Restock as Needed:**
 - Retrieve additional items from storage, ensuring FIFO (First In, First Out) rotation.
6. **Final Station Inspection:**
 - Manager or supervisor inspects setup and records any issues.
 - Sign off on prep station readiness.

5. Documentation

- Complete the Prep Station Checklist.
- Update the inventory log with date, items inspected, and any discrepancies.

6. Safety and Compliance

- Follow all local food safety guidelines and internal sanitation protocols.
- Report any contamination or inventory concerns to supervisor immediately.

7. Revision History

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| Version | Date | Description | Author |
|---------|------------|---------------------|-------------|
| 1.0 | 2024-06-28 | Initial SOP release | [Your Name] |