

# Standard Operating Procedure (SOP)

## Segregation of Dishes, Glassware, Pots, and Pans for Washing

This SOP details the **segregation of dishes, glassware, pots, and pans for washing**, emphasizing the importance of categorizing kitchenware to ensure effective cleaning and sanitation. It covers the proper sorting techniques, handling procedures, and designated washing methods for each type of item to prevent cross-contamination, maintain hygiene standards, and optimize washing efficiency in commercial or domestic kitchens.

### 1. Purpose

To outline the process for properly segregating and handling dishes, glassware, pots, and pans during pre-wash and washing stages to achieve effective cleaning, prevent cross-contamination, and maintain sanitation standards.

### 2. Scope

This procedure applies to all kitchen staff responsible for washing kitchenware in commercial or domestic kitchens.

### 3. Responsibilities

- **Kitchen Staff:** Follow segregation and washing procedures as outlined in this SOP.
- **Supervisors/Managers:** Ensure staff compliance and provide necessary training.

### 4. Procedure

1. **Preparation:**
  - Clear and organize washing area before starting.
  - Wear appropriate personal protective equipment (PPE), such as gloves and aprons.
2. **Segregation of Items:**
  - Sort kitchenware into the following categories:
    - Dishes (plates, bowls, saucers)
    - Glassware (drinking glasses, mugs, cups)
    - Pots and Pans (cooking vessels and lids)
    - Cutlery and Utensils (for reference: should be handled separately)
  - Use separate bins/tubs/areas for each category.
3. **Handling Procedures:**
  - Avoid stacking glassware with heavier items to prevent breakage.
  - Remove leftover food debris from all items before washing.
  - Check for sharp edges or broken items and handle with care.
4. **Designated Washing Methods:**

Category	Washing Method	Sanitizing
Dishes	Wash in hot, soapy water or commercial dishwasher.	Sanitize in dishwasher or rinse with approved sanitizer.
Glassware	Use designated glassware racks, avoid extreme temperatures to prevent breakage.	Air dry on clean racks after sanitizing.
Pots & Pans	Scrub stubborn residue with non-abrasive pads; wash separately from dishes/glassware.	Sanitize if required, rinse thoroughly and air dry.

5. **Storage:**
  - Allow all items to fully air dry before storing.
  - Store each category in its designated area to maintain hygiene.
6. **Clean-up:**
  - Sanitize and clean workstations, sinks, and equipment after completing the washing process.

### 5. Safety & Hygiene Considerations

- Always use gloves when handling soiled and sharp items.
- Do not mix items during washing to prevent cross-contamination.
- Report and safely dispose of broken glassware/ceramics.

6. Documentation

- Record completion of cleaning and segregation in kitchen logs as required.
- Report any incidents or breakages to the supervisor immediately.

7. Revision History

Date	Version	Details
2024-06-13	1.0	Initial issue of SOP

End of SOP