

SOP: Clean-up and Buffet Maintenance Routines

This SOP details the **clean-up and buffet maintenance routines**, encompassing procedures for regular cleaning, proper sanitization, food safety practices, replenishing buffet items, monitoring temperature controls, waste disposal, and maintaining overall hygiene standards. The objective is to ensure a clean, safe, and appealing buffet environment that complies with health regulations and enhances guest satisfaction.

1. Scope

- All staff involved in buffet operations and clean-up areas
- Applicable during buffet setup, service, and closure

2. Responsibilities

- **Buffet Attendants:** Daily maintenance, cleaning, monitoring food quality, disposing waste, and logging activities
- **Supervisors:** Oversight of compliance, monitoring adherence, reporting issues

3. Procedure

3.1 Regular Cleaning and Sanitization

1. Wipe down all buffet surfaces every 30 minutes using approved sanitizing solution.
2. Clean sneeze guards, utensils, and serving equipment regularly.
3. Replace serving utensils every 2 hours or more if visibly soiled.
4. Disinfect high-touch areas (handles, knobs, levers) hourly.

3.2 Food Safety and Temperature Monitoring

1. Ensure hot foods are held at $\geq 60^{\circ}\text{C}$ (140°F) and cold foods at $\leq 5^{\circ}\text{C}$ (41°F).
2. Check and log buffet temperatures every hour:
 - Use calibrated food thermometers.
3. Rotate food items frequently – discard perishable food after 2 hours at room temperature.

3.3 Replenishing Buffet Items

1. Replenish food trays before they reach 1/4 capacity.
2. Always use fresh, sanitized utensils to handle food.
3. Top-up condiments, napkins, plates, and cutlery as needed.

3.4 Waste Management

1. Empty waste bins and replace liners before bins are full and at the end of each service.
2. Dispose of food waste in designated biodegradable or appropriate waste bags.
3. Clean and sanitize waste bin surfaces daily.

3.5 End-of-Service Clean-up

1. Remove all food items, utensils, and disposable wares promptly.
2. Thoroughly clean and sanitize:
 - Serving tables & surfaces
 - Buffet warmers/cold trays
 - Surrounding floor area
3. Document completed tasks in the cleaning log.

4. Documentation and Record Keeping

- Maintain daily cleaning checklists and temperature logs.
- Supervisors verify and sign off at the end of each shift.

5. Health & Safety Guidelines

- Always wear gloves when handling food & cleaning agents.
- Wash hands before and after cleaning or replenishing the buffet.
- Report hazards or equipment malfunction immediately to supervisor.

6. Cleaning Checklist (Sample)

Task	Frequency	Initials/Signature
Wipe & sanitize buffet tables	Every 30 min / After each meal	
Replace serving utensils	Every 2 hours / As needed	
Monitor and log food temperatures	Hourly	
Dispose of food & general waste	As needed / End of service	
Sanitize high-touch surfaces	Hourly	

7. Review

- This SOP must be reviewed annually or after significant changes in buffet operations or regulatory requirements.