

# SOP Template: Prepare Garnishes, Syrups, Mixers, and Cutting Boards

This SOP details the procedures to **prepare garnishes, syrups, mixers, and cutting boards** to ensure consistent quality, hygiene, and efficiency. It covers the selection and preparation of fresh garnishes, precise syrup mixing techniques, accurate mixer preparation, and proper sanitization of cutting boards. Following this SOP guarantees that all ingredients and tools are ready for seamless beverage and food service operations while maintaining high safety and cleanliness standards.

## 1. Preparation and Safety

- Wear food-safe gloves and a clean apron before starting.
- Wash hands thoroughly with soap and warm water.
- Disinfect all work surfaces and utensils.

## 2. Garnish Preparation

1. Select fresh produce for garnishes (e.g., citrus, herbs, berries). Discard damaged or wilted items.
2. Wash garnishes thoroughly under running water.
3. Dry using paper towels or a clean cloth.
4. Using a sanitized cutting board and knife, slice, wedge, or zest according to standard recipes.
5. Store prepped garnishes in labeled containers, covered, and refrigerate if required.

## 3. Syrup Preparation

1. Measure ingredients precisely according to recipe (e.g., sugar, water, flavorings).
2. Combine in a sanitized pot or mixing container.
3. Heat or mix as required, ensuring all solids are dissolved.
4. Allow syrup to cool and pour into a sanitized, labeled bottle or container.
5. Store refrigerated or as recipe instructs.

## 4. Mixer Preparation

1. Measure mixer ingredients according to standard recipes.
2. Mix or batch in a sanitized pitcher, container, or dispenser.
3. Conduct a taste and quality check.
4. Label with date and contents, store according to safety guidelines (chilled if perishable).

## 5. Cutting Board Sanitization

1. Wash cutting boards with hot, soapy water after each use.
2. Rinse thoroughly and sanitize with food-safe sanitizer.
3. Air dry or use clean paper towels before reuse or storage.
4. Store upright or in a manner that prevents cross-contamination.

**Note:** Replace any utensils, boards, or containers that show signs of wear, cracking, or contamination. Review all prep daily and discard expired or degraded items promptly.

## 6. Documentation & Review

- Log preparation times, batch numbers, and storage details.

- Perform daily checks for freshness and cleanliness.
- Report and address any discrepancies as per food safety policy.