

SOP Template: Clean Dish Storage and Rotation Policy

This SOP details the **clean dish storage and rotation policy**, covering proper cleaning, drying, and storing of dishes to maintain hygiene and prevent contamination. It includes guidelines for organizing dish storage areas, implementing a first-in, first-out (FIFO) rotation system, regular inspection of dishware condition, and protocols for handling damaged or expired items. The aim is to ensure that all dishes are stored in a sanitary manner and rotated appropriately to support food safety and operational efficiency.

1. Purpose

To outline procedures ensuring all dishware is cleaned, dried, stored, rotated, and inspected to maintain food safety and operational efficiency.

2. Scope

This SOP applies to all staff responsible for cleaning, drying, storing, and handling dishware in [Insert Facility/Department Name].

3. Responsibilities

- **Dishwashing Staff:** Clean, dry, and store dishes according to SOP.
- **Supervisors/Managers:** Monitor compliance, conduct inspections, and provide necessary training.
- **All Staff:** Report damaged or expired dishware and follow proper protocols.

4. Procedure

1. **Cleaning Dishes:**
 - Wash dishes using approved detergents and sanitizing methods.
 - Rinse thoroughly to remove all soap and food residues.
2. **Drying Dishes:**
 - Allow dishes to air dry completely on designated racks. Do not towel dry to avoid contamination.
3. **Storing Dishes:**
 - Store clean, dry dishes in assigned storage areas, at least 6 inches off the floor and away from walls.
 - Ensure storage shelves are sanitized regularly.
 - Store dishware upside down wherever possible to prevent dust accumulation.
4. **Rotation - FIFO System:**
 - Organize dishes so that those stored first are used first (First-In, First-Out).
 - Label shelves or bins if needed to indicate order of use.
5. **Inspection:**
 - Inspect dishware regularly for cleanliness, damage (e.g., chips, cracks), and wear.
 - Remove and document any damaged or unsafe items from storage immediately.
6. **Handling Damaged or Expired Items:**
 - Report all damaged dishware to supervisory staff.
 - Dispose of or repair items as per facility protocol.

5. Documentation

- Maintain inspection logs and records of damaged/removed items.
- Keep cleaning and storage area checklists up to date.

6. Training

- All relevant staff must receive initial and periodic training on this SOP.
- Training records should be maintained and reviewed annually.

7. Review

This SOP will be reviewed annually or as needed based on changes in regulations, equipment, or procedures.

8. Revision History

Date	Version	Description	Author
[Insert Date]	1.0	Initial creation	[Name]