

# Standard Operating Procedure (SOP): Dishwashing and Glassware Cleaning Standards

This SOP establishes **dishwashing and glassware cleaning standards** to ensure hygiene, safety, and quality in food service environments. It covers proper cleaning techniques, use of detergents and sanitizers, equipment operation, inspection criteria, drying and storage procedures, and compliance with health regulations. The goal is to maintain sanitary conditions, prevent cross-contamination, and uphold customer satisfaction by providing spotless and safe dishware and glassware.

## 1. Scope

This SOP applies to all personnel involved in dishwashing and glassware cleaning in the food service area.

## 2. Responsibilities

- **Dishwashing Staff:** Execute proper washing, sanitizing, drying, and storing procedures.
- **Supervisors:** Monitor compliance, provide training, and inspect dishware and glassware quality.

## 3. Required Materials & Equipment

- Commercial dishwashing machine or three-compartment sink
- Approved detergents and sanitizers
- Dish racks and glass racks
- Scrub pads/brushes (non-abrasive)
- Disposable gloves and aprons
- Thermometer (for wash/rinse water)
- Clean, lint-free towels or air-drying racks

## 4. Procedure

### 1. Preparation

- Wear appropriate PPE (gloves, apron).
- Remove food debris from all items before washing.

### 2. Manual Dishwashing (3-Compartment Sink)

- a. Wash in hot, soapy water (minimum 110°F/43°C).
- b. Rinse in clean hot water.
- c. Sanitize in approved solution (follow manufacturer's instructions for concentration and contact time).
- d. Air dry items on a clean rack. Do not towel dry.

### 3. Automatic Dishwashing Machine

- Load racks without overcrowding.
- Select proper cycle. Ensure wash reaches required temperatures:
  - Wash: 150°F–165°F (66°C–74°C)
  - Final Rinse: 180°F (82°C) or as specified by manufacturer
- Use only approved detergents & rinse aids.
- Allow to air dry.

### 4. Glassware Cleaning

- Use separate racks for glassware to prevent chipping.
- Inspect for lipstick or residue after each wash; rewash if necessary.
- Avoid using abrasive scrubbers to prevent scratches.

### 5. Inspection

- Visually inspect all items for cleanliness, residue, and damage.
- Repeat washing if any item fails inspection.

### 6. Drying & Storage

- Allow complete air drying before storing.
- Store items in designated clean, dry areas off the floor.
- Handle by base or stem to avoid contamination.

## 5. Compliance & Records

- Follow all local, state, and federal health regulations.
- Document sanitizer concentrations and machine temperatures daily.
- Report malfunctioning equipment or persistent cleanliness issues to supervisor immediately.

## 6. Inspection Checklist

Task	Frequency	Initial
Check detergent/sanitizer levels	Daily	
Verify wash/rinse water temperatures	Per shift	
Inspect washed items for cleanliness	Each load	
Document equipment maintenance	Weekly	

## 7. Training

All dishwashing personnel must be trained in this SOP upon hire and retrained annually or as procedures are updated.

## 8. Revision History

Date	Revision	Description
2024-06	1.0	Initial release