

Standard Operating Procedure (SOP): Snack Distribution and Dietary Requirements Protocol

This SOP details the **snack distribution and dietary requirements protocol**, covering the procedures for allocating snacks responsibly, accommodating various dietary needs and restrictions, ensuring allergen awareness, maintaining hygiene standards during distribution, monitoring inventory levels, and documenting distribution records. The protocol aims to provide safe and inclusive snack options while preventing allergic reactions and promoting health-conscious choices among all participants.

1. Purpose

- To ensure responsible, safe, and inclusive snack distribution.
- To accommodate all dietary needs and restrictions.
- To prevent allergic reactions and promote health-conscious choices.

2. Scope

This protocol applies to all staff, volunteers, and participants involved in snack distribution within the organization/facility.

3. Responsibilities

- **Snack Coordinator:** Manages acquisition, storage, and documentation of snacks.
- **Distribution Staff/Volunteers:** Follow hygiene and distribution procedures.
- **Participants:** Communicate dietary restrictions and allergies as required.

4. Procedures

4.1 Dietary Needs and Allergen Awareness

1. Collect dietary restrictions and allergy information from all participants before snack procurement.
2. Maintain a confidential master list of dietary requirements and allergies.
3. Ensure all snacks are labeled with ingredient lists and potential allergens according to local regulations.

4.2 Snack Procurement and Inventory

1. Order snacks that accommodate common dietary needs (e.g., nut-free, gluten-free, vegan, halal, kosher).
2. Record all received snack types and quantities in an inventory log.
3. Store snacks in clean, clearly labeled, and separate sections for allergen-free options.

4.3 Hygiene and Safe Handling

1. Wash hands thoroughly and use gloves before handling snacks.
2. Clean all distribution and serving surfaces before and after each use.
3. Use separate utensils and containers for different snack types to prevent cross-contamination.

4.4 Snack Distribution

1. Check each participant's dietary requirements before handing over a snack.
2. Provide allergy-safe snacks first, using a separate distribution area if possible.
3. Clearly communicate snack contents to participants, allowing them to verify suitability.
4. Document each participant's snack distribution in the provided log (see Section 6).

4.5 Monitoring and Record-Keeping

- 1. Update inventory records after each distribution event.
- 2. Monitor for any adverse reactions and document incidents promptly, following emergency protocols if needed.
- 3. Review feedback from participants to improve future snack selections.

5. Documentation and Forms

5.1 Snack Distribution Log (Sample Table)

Date	Participant Name/ID	Snack Provided	Dietary Requirement	Allergy Info	Staff Initials	Comments/Notes
2024-06-01	Jane Doe	Fruit Cup	Vegan	None	AB	

6. Review and Updates

- SOP is to be reviewed semi-annually or upon any incident/allergy occurrence.
- Feedback and suggestions for improvement are encouraged from all participants and staff.

7. Emergency Response

- In case of allergic reaction, follow emergency protocols and seek immediate medical assistance.
- Report incidents and review snack sourcing and distribution procedures accordingly.

Approved by: _____

Date: _____