

Standard Operating Procedure (SOP)

Food Preparation Workstation Setup and Sanitation

This SOP details the procedures for **food preparation workstation setup and sanitation**, covering the proper arrangement of equipment and utensils, cleanliness protocols, cross-contamination prevention, and regular sanitation schedules. Its goal is to maintain a hygienic and organized workspace to ensure food safety and compliance with health regulations.

1. Scope

This SOP applies to all food preparation personnel responsible for workstation setup, equipment handling, and sanitation in the food production areas.

2. Responsibilities

- Food handlers: Ensure daily compliance with workstation setup and sanitation steps.
- Supervisors: Monitor and enforce adherence to SOP procedures.
- Sanitation staff: Perform and record scheduled deep-cleaning tasks.

3. Materials and Equipment

- Sanitizing solution (food-safe)
- Clean cloths and disposable towels
- Approved cleaning agents and detergents
- Designated color-coded cutting boards and utensils
- Handwashing station with soap and hot water
- Gloves and hairnets
- Food storage containers labeled and covered
- Trash bins (with liners)

4. Procedures

4.1 Workstation Setup

- Wash hands thoroughly before beginning workstation setup.
- Inspect workstation for cleanliness; remove any debris or leftover food.
- Set up equipment and utensils needed for scheduled tasks; use only sanitized items.
- Arrange cutting boards, knives, and tools by food type (e.g., raw meat, produce) to prevent cross-contamination. Use only designated color-coded equipment for each food category.
- Prepare and place sanitizing solution and clean towels at the workstation.

4.2 Ongoing Cleanliness Protocols

- Continuously wipe down surfaces with food-safe sanitizing solution between tasks.
- Discard food scraps and waste promptly into lined trash bins.
- Replace towels and sanitizing solution at regular intervals, or when visibly soiled.
- Wash hands frequently, especially after handling raw foods or waste.
- Do not place personal belongings (phones, bags) on or near the workstation.

4.3 Cross-Contamination Prevention

- Use separate, color-coded cutting boards and utensils for raw meat, poultry, seafood, and ready-to-eat foods.
- Clean and sanitize equipment between tasks, especially when switching food types.
- Store raw ingredients below cooked or ready-to-eat foods in refrigeration units.
- Change gloves after handling different food items or when torn/contaminated.

4.4 Regular Sanitation Schedule

Task	Frequency	Responsible
Sanitize workstation surfaces	Before, during, and after each shift	Food handlers

Wash and sanitize utensils/tools	After each use	Food handlers
Take out waste and replace liners	As needed, minimum of once per shift	Food handlers
Deep clean workstation (move equipment, clean under/behind)	Weekly	Sanitation staff

5. Documentation

- Maintain daily cleaning checklists and records of completed tasks.
- Supervisors to review and sign off at the end of each shift.
- Report any deviations or maintenance needs to management immediately.

6. References

- Local health department food safety regulations
- Company food safety and hygiene policies

7. Revision History

Date	Revision	Description	Approved by
2024-06-11	1.0	Initial release	[Manager name]