

# SOP: Opening and Closing Cleaning Procedures for Kitchen and Dining Areas

This SOP details the **opening and closing cleaning procedures for kitchen and dining areas**, including step-by-step guidelines for sanitizing surfaces, cleaning equipment, proper waste disposal, and ensuring hygienic standards are met before and after service hours. The goal is to maintain a clean, safe, and sanitary environment for food preparation and customer dining, reducing the risk of contamination and promoting health compliance.

## Scope

This procedure applies to all staff responsible for opening and closing kitchen and dining areas.

## Responsibilities

- **Kitchen Team:** Clean and sanitize all kitchen surfaces, equipment, and utensils.
- **Dining Team:** Clean and sanitize all dining area surfaces, tables, chairs, and floors.
- **Supervisors/Managers:** Conduct inspections and verify cleaning tasks are completed.

## Materials & Equipment

- Approved sanitizing and cleaning solutions
- Spray bottles and clean cloths
- Brooms, mops, mop buckets
- Disposable gloves
- Garbage bags
- Dust pans
- Dishwashing detergent and sponges

## Opening Procedures

1. Wash hands and put on disposable gloves.
2. Inspect kitchen and dining areas for cleanliness from prior closing.
3. Wipe and sanitize all food preparation surfaces and equipment handles.
4. Check and replace paper towels/soap at handwashing stations.
5. Re-stock sanitized utensils, dishware, and supplies.
6. Ensure garbage bins are empty, clean, and lined with fresh bags.
7. Sweep and/or vacuum floors. Mop if necessary, focusing on spills/sticky areas.
8. Sanitize dining tables, chairs, and countertops.
9. Check for and remove any obvious debris from public and staff areas.
10. Inspect and clean restroom facilities as needed.

## Closing Procedures

1. Clear and dispose of all food waste; empty trash receptacles and replace liners.
2. Wash, rinse, and sanitize all dishes, cookware, utensils, and small equipment.
3. Wipe down and disinfect all food prep surfaces, cutting boards, sinks, and countertops.
4. Clean and sanitize all dining tables, chairs, and surfaces.
5. Sweep and mop all floors in both the kitchen and dining areas.
6. Check and clean stovetops, ovens, microwaves, and other large equipment.
7. Store all cleaned and sanitized utensils and dishware properly.
8. Check for spills or debris under appliances/furniture and clean as needed.
9. Ensure refrigerators and freezers are organized and free from spills; dispose of expired items.
10. Turn off all lights, lock doors, and set security alarms per facility protocols.

## Sanitizing & Safety Guidelines

- Always use approved sanitizers at recommended concentrations.

- Never mix cleaning chemicals.
- Wear gloves and wash hands frequently.
- Check equipment and surface contact times for sanitizers to ensure efficacy.
- Report and document any cleaning issues or hazards to supervisors.

## Documentation & Verification

Complete the cleaning checklist at the end of each opening and closing shift. Supervisors must sign off and address any discrepancies immediately.

| Task                                    | Completed (âœ“) | Initials | Notes |
|---|-----------------|----------|-------|
| Sanitize food prep surfaces             |                 |          |       |
| Sweep and mop floors                    |                 |          |       |
| Empty and clean trash bins              |                 |          |       |
| Clean and sanitize dining tables/chairs |                 |          |       |
| Restock supplies                        |                 |          |       |
| Final inspection by supervisor          |                 |          |       |

## References

- Local Health Department Guidelines
- Company Hygiene and Sanitation Policy

## Revision History

| Date       | Version | Description      | Author      |
|------------|---------|------------------|-------------|
| 2024-06-11 | 1.0     | Initial creation | [Your Name] |