

Standard Operating Procedure (SOP) Template: Workstation & Plating Area Sanitation Checklist

This SOP details the **workstation and plating area sanitation checklist**, encompassing systematic cleaning protocols, hygiene standards, equipment sanitation, surface disinfecting procedures, waste disposal methods, and monitoring frequency. The goal is to maintain a clean and safe food preparation environment, prevent contamination, ensure compliance with health regulations, and promote overall food safety and quality in the plating area.

1. Purpose

To provide a systematic approach for cleaning, disinfecting, and maintaining the workstation and plating area in accordance with food safety standards and regulatory requirements.

2. Scope

This SOP applies to all staff responsible for cleaning and maintaining workstations and plating areas in the food production facility.

3. Responsibilities

- **Food Handlers:** Follow cleaning procedures and document completion.
- **Supervisors:** Monitor adherence, verify checklist completion, and enforce corrective actions.
- **Management:** Ensure resources, training, and compliance with health codes.

4. Cleaning Protocols & Sanitation Checklist

Task	Procedure	Frequency	Responsible	Verified By
Hand Hygiene	Wash hands with soap and water for 20 seconds, dry with single-use towels.	Before and after each workstation use, hourly, and as needed.	All staff	Supervisor
Sanitize Surfaces	Wipe down benches, tables, and counters with approved disinfectant. Allow to air dry.	Before and after each shift, and after contamination.	All staff	Supervisor
Equipment	Clean and sanitize tools, utensils, and plating equipment using approved sanitizing agents.	After each use	All staff	Supervisor
Floors	Sweep and mop with food-safe floor cleaner.	Daily, and as needed	Cleaning staff	Supervisor
Waste Disposal	Remove garbage, replace liners, clean bins inside/outside with disinfectant.	Daily, and as needed	All staff	Supervisor
Storage Areas	Wipe shelving and storage units with sanitizer, organize supplies.	Weekly	All staff	Supervisor

5. Hygiene Standards

- Wear clean uniforms, hairnets/caps, and use gloves as required.
- No eating, drinking, or smoking in the food prep or plating area.
- Report any signs of illness to supervisor immediately.

6. Monitoring and Documentation

- Complete the sanitation checklist during each cleaning event.
- Supervisors to conduct verifications and sign off.
- Retain documentation for audit and compliance purposes.

7. Corrective Actions

- If cleaning tasks are missed, immediately stop work and complete them before proceeding.
- Report repeated non-compliance to management for retraining or disciplinary action.

8. Revision History

- Version 1.0 – [Date] – Initial release.