

# Standard Operating Procedure (SOP)

## Drink Preparation and Standard Recipe Guidelines

### 1. Purpose

This SOP details **drink preparation and standard recipe guidelines** to ensure consistency, quality, and safety in beverage service. It covers correct ingredient measurements, mixing techniques, presentation standards, hygiene protocols, and equipment usage, aiming to deliver a uniform taste experience and maintain customer satisfaction across all drink offerings.

### 2. Scope

Applies to all staff involved in beverage preparation and service at [Venue/Business Name].

### 3. Responsibilities

- **Bartenders/Baristas:** Prepare drinks according to this SOP and standard recipes.
- **Supervisors/Managers:** Ensure adherence, review staff performance, and update SOPs as required.

### 4. Procedure

#### 4.1 Ingredient Selection & Measurement

- Use only approved and quality-checked ingredients from verified suppliers.
- Measure ingredients with certified tools (jiggers, scales, measuring spoons) for accuracy.
- Strictly follow **standard recipe** measurements.

#### 4.2 Mixing Techniques

- Use specified technique (stir, shake, blend, build) as defined in recipe.
- Follow correct sequencing when adding ingredients.
- For shaken drinks, use fresh ice; do not reuse ice between drinks.

#### 4.3 Presentation Standards

- Serve each drink in the designated glassware.
- Garnish as specified in standard recipe.
- Wipe glassware for fingerprints or drips before serving.

#### 4.4 Hygiene & Safety Protocols

- Wash hands before and after drink preparation.
- Clean and sanitize equipment and surfaces after each use.
- Wear gloves when handling garnishes or non-alcoholic beverage ingredients.
- Report and address spillages or breakages immediately.

### 4.5 Equipment Usage

- Use only clean, dry equipment for each preparation.
- Inspect equipment for damage before use; report any issues.

## 5. Standard Drink Recipe Format (Template Example)

Drink Name	[Name of the Drink]
Ingredients	<ul style="list-style-type: none"><li>• [Ingredient 1] - [Exact Measure]</li><li>• [Ingredient 2] - [Exact Measure]</li><li>• ...</li></ul>
Method	[e.g., Shake, Stir, Blend, Build]
Glassware	[Type and Size]
Garnish	[Garnish Details]
Preparation Steps	<ol style="list-style-type: none"><li>1. [Step 1]</li><li>2. [Step 2]</li><li>3. ...</li></ol>

## 6. Quality Assurance

- Routinely taste test drinks for consistency.
- Provide staff training and refresher sessions on recipes and techniques.
- Encourage feedback and log any customer complaints regarding beverages.

## 7. Revision History

Date	Version	Description of Changes	Approved By
[YYYY-MM-DD]	1.0	Initial SOP Release	[Name/Position]