

SOP: End-of-service Food Handling and Storage Procedures

Purpose:

This SOP details **end-of-service food handling and storage procedures**, encompassing proper cleaning and sanitizing of food contact surfaces, safe disposal of perishable and non-perishable items, accurate labeling and dating of leftover food, storage temperature control, segregation of allergenic and non-allergenic foods, and compliance with hygiene standards to prevent contamination and spoilage. The objective is to ensure food safety, minimize waste, and maintain sanitary conditions during the transition period at the end of food service operations.

Scope

This procedure applies to all staff involved in food handling and storage at the conclusion of food service operations.

Procedures

1. **Cleaning and Sanitizing Food Contact Surfaces**
 - Remove all food debris from work surfaces, utensils, and equipment using disposable towels or approved scrapers.
 - Wash surfaces with warm, soapy water. Rinse thoroughly.
 - Sanitize using an approved food-safe sanitizer according to manufacturer's instructions.
 - Allow sanitized surfaces to air dry.
2. **Safe Disposal of Food Items**
 - Discard any perishable food items held at unsafe temperatures (over 41°F/5°C for cold foods; under 135°F/57°C for hot foods for more than 2 hours).
 - Dispose of expired, spoiled, or contaminated foods according to facility waste management policies.
 - Separate compostable items from non-compostables if applicable.
3. **Labeling and Dating Leftover Food**
 - Label all containers with item name, preparation date, and use-by date.
 - Use approved labels and waterproof markers.
 - Log leftover inventory as necessary.
4. **Storage Temperature and Arrangement**
 - Store foods promptly: cold foods at or below 41°F (5°C), hot foods at or above 135°F (57°C).
 - Do not overload refrigeration or freezer units. Allow air circulation around items.
 - Place ready-to-eat foods above raw meats and seafood to prevent cross-contamination.
5. **Segregation of Allergenic and Non-Allergenic Foods**
 - Store allergenic foods (e.g., peanuts, milk, eggs) in designated, clearly labeled areas or containers.
 - Prevent physical contact between allergenic and non-allergenic foods.
 - Clean and sanitize storage equipment after handling allergenic items.
6. **Compliance with Hygiene Standards**
 - Ensure all staff wear gloves when handling ready-to-eat foods and change gloves between tasks.
 - Wash hands frequently and after any potential contamination.
 - Follow facility hygiene policies regarding uniforms, hair restraints, and jewelry.

Documentation

- Maintain cleaning and sanitization logs.
- Keep records of food disposal and leftover food labeling.
- Monitor and record storage temperatures at end-of-service.

Responsibilities

- **Kitchen staff:** Execute all food handling and cleaning procedures as described.
- **Supervisor/Manager:** Monitor compliance, verify documentation, and address deviations.

References

- FDA Food Code (latest edition)
- Local Health Department Food Safety Regulations
- Facility Food Safety Manual

