

SOP: Food Preparation and Kitchen Hygiene Standards

This SOP details **food preparation and kitchen hygiene standards**, covering proper food handling procedures, personal hygiene requirements for kitchen staff, sanitation of cooking utensils and surfaces, temperature control for food storage and cooking, prevention of cross-contamination, waste disposal protocols, and regular cleaning schedules. The goal is to maintain a safe and sanitary kitchen environment that ensures food safety and quality, minimizes the risk of foodborne illnesses, and complies with health regulations.

1. Scope

This SOP applies to all personnel involved in food preparation, cooking, and cleaning in the kitchen area.

2. Responsibilities

- **Kitchen Staff:** Follow all food handling and hygiene procedures.
- **Supervisors:** Monitor compliance and conduct inspections.
- **Cleaning Staff:** Perform cleaning according to the schedule.

3. Procedures

Step	Details
Food Handling	<ul style="list-style-type: none">• Wash hands thoroughly before and after handling food.• Use gloves when handling ready-to-eat food.• Wash raw produce before use.• Follow FIFO (First In, First Out) for all food storage.
Personal Hygiene	<ul style="list-style-type: none">• Wear clean uniforms, aprons, and hair restraints at all times.• No eating, drinking, or smoking in the food preparation area.• Report illness or open wounds to the supervisor immediately.
Sanitation of Utensils & Surfaces	<ul style="list-style-type: none">• Clean and sanitize utensils, cutting boards, and work surfaces before and after each use.• Use color-coded cutting boards to prevent cross-contamination.• Sanitizing solution must meet regulatory standards.
Temperature Control	<ul style="list-style-type: none">• Refrigerators: $\pm 4^{\circ}\text{C}$ (39°F); Freezers: $\pm -18^{\circ}\text{C}$ (0°F).• Hot holding: $\pm 60^{\circ}\text{C}$ (140°F); Cold holding: $\pm 4^{\circ}\text{C}$ (39°F).• Check and record food temperatures at regular intervals.
Prevention of Cross-Contamination	<ul style="list-style-type: none">• Store raw meat below cooked/ready-to-eat items.• Use separate utensils for raw and cooked foods.• Wash hands and change gloves when switching tasks.
Waste Disposal	<ul style="list-style-type: none">• Dispose of food waste daily in sealed, labeled bins.• Empty and clean waste bins frequently to avoid odor and pests.• Follow local regulations for disposal of fats, oils, and grease.
Cleaning Schedule	<ul style="list-style-type: none">• Clean high-touch surfaces (door handles, faucets) every 2 hours.• Deep clean kitchen (walls, floors, drains) weekly.• Document all cleaning activities with date, time, and staff signature.

4. Records

- Temperature logs
- Cleaning and sanitation checklists
- Staff hygiene and illness reports
- Waste disposal records

5. Review and Updates

This SOP shall be reviewed annually or as required by changes in regulatory standards or operational needs.

Approved By: _____

Date: _____