

# SOP Template: Food and Beverage Preparation Guidelines

This SOP provides comprehensive **food and beverage preparation guidelines** to ensure high standards of hygiene, safety, and quality in all stages of food and beverage handling. It covers proper ingredient sourcing, food storage and temperature control, cross-contamination prevention, sanitation practices, cooking and beverage preparation methods, allergen management, and presentation standards. The goal is to maintain consistent product quality, comply with health regulations, and deliver a safe and enjoyable dining experience for all customers.

## 1. Purpose

To standardize the food and beverage preparation process ensuring hygiene, safety, and quality at every stage.

## 2. Scope

Applies to all food and beverage preparation staff, supervisors, and managers.

## 3. Responsibilities

- Food Handlers:** Follow preparation, hygiene, and safety protocols.
- Supervisors/Managers:** Monitor compliance and provide necessary training.

## 4. Procedure

### 4.1 Ingredient Sourcing

- Source ingredients from approved, reputable suppliers only.
- Verify all deliveries for freshness, quality, and correct labeling.
- Reject any products that do not meet safety standards.

### 4.2 Food Storage and Temperature Control

Item	Storage Temperature	Guideline
Refrigerated foods	0-4°C (32-39°F)	Store in covered containers; label with date.
Frozen foods	-18°C (0°F) or below	Do not refreeze thawed foods.
Dry goods	Cool, dry place	Keep in sealed containers; off the floor.

### 4.3 Cross-Contamination Prevention

- Use separate cutting boards/utensils for raw and cooked foods.
- Wash hands and change gloves between different food types.
- Sanitize prep areas before and after use.

### 4.4 Sanitation Practices

- Wash hands thoroughly for at least 20 seconds before and after handling food.
- Use approved sanitizers for cleaning surfaces and equipment.
- Maintain a clean and organized prep area at all times.

### 4.5 Cooking and Beverage Preparation Methods

- Cook all foods to recommended internal temperatures (see chart below).
- Follow standardized recipes for consistency.
- Prepare beverages using clean, sanitized equipment.

Food Type	Minimum Cooking Temperature
Poultry (whole or ground)	74°C (165°F)

Ground meat (beef, pork, lamb)	71Â°C (160Â°F)
Fish and seafood	63Â°C (145Â°F)
Beef, pork, lamb (steaks, chops, roasts)	63Â°C (145Â°F)

## 4.6 Allergen Management

- Clearly label all foods containing known allergens.
- Use dedicated utensils and prep areas for allergen-free orders.
- Train staff on common food allergens and cross-contact prevention.

## 4.7 Food and Beverage Presentation

- Present dishes and beverages attractively and according to standards.
- Ensure garnishes and accompaniments are fresh and appropriate.
- Double-check orders before serving to guarantee accuracy and quality.

## 5. Documentation

- Maintain records of supplier approvals and deliveries.
- Log temperature checks and sanitation routines daily.
- Document staff training sessions and allergen information updates.

## 6. References

- Local Health and Safety Regulations
- Food Handler Certification Guidelines
- Company Food Safety Manuals

## 7. Revision and Review

- This SOP must be reviewed annually or as required based on regulatory changes or operational needs.