

SOP: Sanitation and Cleaning Protocols During Service

This SOP details **sanitation and cleaning protocols during service** to maintain hygiene standards, prevent contamination, and ensure a safe environment. It covers proper cleaning techniques, use of approved sanitizers, frequency of cleaning high-touch surfaces, handling of cleaning equipment, and staff responsibilities. The goal is to uphold cleanliness and reduce the risk of foodborne illnesses during service operations.

1. Purpose

To ensure consistent, effective sanitation and cleaning practices during service to maintain hygienic conditions, prevent cross-contamination, and comply with food safety standards.

2. Scope

This SOP applies to all staff involved in food preparation, service, and cleaning at the facility during operating hours.

3. Responsibilities

- **Managers:** Oversee protocol implementation and training.
- **Staff:** Carry out cleaning and sanitizing tasks as assigned.
- **Cleaning Personnel:** Clean high-traffic and high-touch areas as scheduled.

4. Definitions

- **Sanitizing:** Reducing the number of microorganisms to safe levels.
- **Cleaning:** Removal of visible dirt, debris, and food residues.
- **High-touch surfaces:** Areas frequently touched by hands (e.g., door handles, counters, equipment controls).

5. Procedures

5.1 Cleaning Equipment & Materials

- Use only approved cleaning agents and sanitizers as per local regulations.
- Ensure cleaning cloths, sponges, and brushes are clean and replaced as needed.
- Store cleaning materials separately from food-contact surfaces.

5.2 Cleaning and Sanitizing High-touch Surfaces

Surface	Frequency	Cleaning Procedure
Food Prep Counters	Every 2 hours & after spills	Clean with detergent, rinse, then sanitize with approved sanitizer.
Door Handles, Faucet Handles	Hourly	Wipe with disinfectant solution; allow to air dry.
POS Keypads, Touchscreens	Every 2 hours	Use electronics-safe sanitizer; do not spray directly.
Restroom Fixtures	Hourly	Clean and disinfect thoroughly.

5.3 General Cleaning Protocols During Service

1. Wash hands and wear appropriate PPE (gloves, aprons) before cleaning tasks.
2. Remove debris and food waste from surfaces as soon as possible.
3. Clean with detergent and water; rinse off soap residue.
4. Apply approved sanitizer, allowing full contact time as specified by the manufacturer.
5. Air dry or use clean disposable towels to dry if necessary.

6. Handling Cleaning Equipment

- Designate separate equipment for food-contact and non-food-contact surfaces.
- Sanitize cleaning tools after each use.
- Store equipment in a clean, dry area away from food storage and preparation zones.

7. Staff Training

- Provide training on cleaning schedules, approved products, and safety procedures.
- Reinforce hand hygiene and personal protective equipment (PPE) use.
- Review protocols regularly and update as needed.

8. Documentation & Verification

- Maintain cleaning logs for all high-touch and critical areas.
- Supervisors to verify completion and compliance during each shift.

9. References

- Local health department regulations
- Manufacturer guidelines for cleaning agents and sanitizers
- Food safety standards and codes