

SOP Template: Food Preparation and Handling Protocols

This SOP details **food preparation and handling protocols** to ensure food safety and hygiene throughout the entire process. It covers proper personal hygiene, cross-contamination prevention, ingredient storage, cooking temperature controls, cleaning and sanitizing procedures, allergen management, and safe food packaging and serving practices. The goal is to maintain high standards of food quality and safety to protect consumers from foodborne illnesses.

1. Purpose

To establish standardized procedures for the safe preparation, handling, and serving of food to minimize the risk of contamination and foodborne illness.

2. Scope

This SOP applies to all personnel involved in food preparation, storage, packaging, and service.

3. Responsibilities

- **Food Handlers:** Follow all protocols outlined in this SOP.
- **Supervisors/Managers:** Ensure staff training, compliance, and record-keeping.
- **Cleaning Staff:** Perform cleaning and sanitizing tasks as scheduled.

4. Personal Hygiene

- Wash hands thoroughly before, during, and after food handling, and after using the restroom or touching face/hair.
- Wear clean uniforms, hair restraints, and, where required, gloves.
- Report illnesses or symptoms to supervisors immediately.

5. Prevention of Cross-Contamination

- Use separate equipment and surfaces for raw and ready-to-eat foods.
- Clean and sanitize cutting boards, utensils, and cookware after each use.
- Store raw products below cooked or ready-to-eat foods in refrigerators.

6. Ingredient Storage

- Label and date all stored ingredients.
- Store dry goods in cool, dry, pest-free environments.
- Refrigerate perishable items at or below 4°C (40°F); freeze at or below -18°C (0°F).
- Use FIFO (First In, First Out) rotation.

7. Cooking Temperature Controls

Food Type	Minimum Internal Temperature
Poultry (whole or ground)	74°C (165°F)
Ground meat	71°C (160°F)
Seafood	63°C (145°F)
Egg dishes	71°C (160°F)
Reheated foods	74°C (165°F)

8. Cleaning and Sanitizing Procedures

- Clean and sanitize food-contact surfaces and equipment before and after use.
- Use approved sanitizers at correct concentrations; follow manufacturer's instructions.
- Maintain cleaning schedules and records.

9. Allergen Management

- Clearly label all food items containing allergens.
- Prepare allergen-free foods separately using dedicated equipment if possible.
- Train staff on allergen awareness and cross-contact prevention.

10. Food Packaging and Serving

- Use sanitized containers and utensils for serving and packaging.
- Minimize bare-hand contact with ready-to-eat foods.
- Store packaged foods at safe temperatures; label with preparation and use-by dates.

11. Documentation and Record-Keeping

- Maintain temperature logs for storage and cooking.
- Keep cleaning and sanitizing records.
- Record allergen management actions and incidents.

12. Training

- All food handlers must receive training on this SOP upon hiring and annually thereafter.
- Document all training sessions and attendance.

13. Review and Revision

- Review this SOP annually or as needed based on changes in regulations or procedures.