

Standard Operating Procedure (SOP)

Personal Hygiene and Handwashing Procedures Before Plating

This SOP details the **personal hygiene and handwashing procedures before plating**, ensuring that all personnel maintain optimal cleanliness to prevent contamination. It covers proper handwashing techniques, the use of sanitizers, guidelines for personal grooming, and the importance of wearing appropriate protective gear such as gloves and hairnets. Adhering to these procedures is essential for maintaining food safety standards and delivering hygienic, high-quality plated dishes.

1. Personal Hygiene Requirements

- All staff must bathe daily and wear clean uniforms.
- Fingernails must be kept short, clean, and unpolished. False nails are not permitted.
- No jewelry is allowed except for plain wedding bands.
- Hands and arms must be free from cuts or open wounds; if present, waterproof bandages and gloves must be used.
- Hair must be neatly tied back and covered with a hairnet or cap.
- Facial hair must be covered with beard nets where applicable.

2. Handwashing Procedures

1. Wet hands and forearms with clean, running water (warm if possible).
2. Apply sufficient antibacterial soap.
3. Rub hands palm to palm, between fingers, and scrub under fingernails for a minimum of 20 seconds.
4. Rinse thoroughly under running water; ensure all soap is removed.
5. Dry hands completely with a disposable paper towel or air dryer.
6. Use the disposable towel to turn off the faucet, if not hands-free.

3. Use of Hand Sanitizer

- After proper handwashing, apply an alcohol-based hand sanitizer (containing at least 60% alcohol).
- Rub hands together until they are dry.
- Do not wipe or rinse hands before the sanitizer dries.

4. Protective Gear

- Wear clean gloves immediately after washing and sanitizing hands.
- Change gloves between tasks, after touching non-food contact surfaces, or if torn/contaminated.
- Wear a clean hairnet or cap at all times in the plating area.
- Ensure face masks or beard nets (if required) are properly fitted and clean.

5. When to Wash Hands

- Before starting plating or handling food.
- After using the restroom, eating, drinking, coughing, sneezing, or blowing nose.
- After handling raw food, waste, chemicals, or money.
- After touching hair, face, or any body part.
- Whenever hands become visibly soiled.

Compliance with this SOP is mandatory. Failure to adhere may result in disciplinary action and poses a risk to food safety and customer health.