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SafetyCulture



Title Page

Name of Establishment

Conducted on



Performed by

Purpose

The purpose of this SOP entails the following:

- To prepare all mise en place consistently and in a timely manner, in order to facilitate efficient service delivery.
 - To maintain a safe, hygienic environment at all times in accordance with all relevant legislation and regulations.
 - To carry out all closing duties efficiently and effectively at all times, to ensure the safety and security of personnel, the premises, and stock.
-

Scope of Work

This standard operating procedure intends to guide food service employees in covering the following duties:

1. Kitchen Preparation
 2. Kitchen Hygiene
 3. Kitchen Closing
-

Preparation for Kitchen Service

All kitchen personnel meet the expected requirements of personal hygiene and wear the correct uniform and safety clothes

✓ ✗

Chefs are familiar with the preparation for the different dishes

✓ ✗

Chefs are familiar with all the equipment needed in preparation

✓ ✗

All chefs are briefed prior to each shift and are clear on their duties and responsibilities for service

✓ ✗

Food production personnel are fully competent in the preparation of the required dishes

✓ ✗

They adhere to all hygiene and safety procedures at all times

✓ ✗

Their work area is clean and tidy at all times

✓ ✗

They assemble all appropriate ingredients in advance to ensure efficiency and work productivity

✓ ✗

Initial preparations are completed efficiently and items are stored correctly until required

✓ ✗

Crockery is correct, clean, polished and not damaged

✓ ✗

Senior chef leads kitchen service from the pass

✓ ✗

All orders are dictated to by the chef

✓ ✗

Every dish is checked by the senior chef before leaving the pass for presentation, quality and portion accuracy

✓ ✗

Equipment is kept in a clean and safe state at all times

✓ ✗

Dishwashing machines are checked for cleanliness before use and maintained

✓ ✗

Water is changed at least twice a day and is at the correct temperature at all times

✓ ✗

Correct quantities of detergent and rinse aid are safely used

✓ ✗

Waste disposal facilities are effectively used

✓ ✗

Waiting staff correctly and safely clear, stack and sort crockery, cutlery and glasses

✓ ✗

Breakages are recorded and careless breakages are noted and action taken

✓ ✗

Kitchen Hygiene

Employees adhere to all relevant hygiene regulations at all times, wear a full, clean uniform and have a fresh, well-groomed personal appearance

✓ ✗

Employees do not wear nail varnish or jewelry in the kitchen

✓ ✗

Employees treat and cover all cuts

✓ ✗

Employees wash and sterilize their hands, as often as is required

✓ ✗

Daily, weekly, monthly and deep cleaning schedules for all kitchen areas are displayed and adhered to

✓ ✗

Designated personnel are allocated to monitor cleaning standards on a daily basis

✓ ✗

Regulatory checks, controls, and records are maintained

✓ ✗

All refrigeration, cooking and holding temperatures are monitored as required

✓ ✗

All food is prepared and served in line with defined requirements

✓ ✗

Only designated cleaning cloths and materials are used

✓ ✗

All equipment is handled and stored in line with defined requirements

✓ ✗

The correct method is followed for waste storage and disposal

✓ ✗

Kitchen Closing Procedures

All fridges and storage areas are left in a clean, tidy manner

✓ ✗

Floors are thoroughly cleaned and mopped

✓ ✗

All sinks are empty and cleaned and the wash-up area is closed

✓ ✗

All food preparation and production areas are cleaned

✓ ✗

All rubbish is removed and disposed of correctly

✓ ✗

Only the correct cloths and cleaning materials are used for cleaning

✓ ✗

All chopping boards are cleaned and sterilized

✓ ✗

All kitchen equipment is safely and correctly cleaned and stored in the correct place

✓ ✗

All used cloths are removed to the laundry and cleaning agents stored correctly

✓ ✗

All food items are correctly covered, labeled and placed in the appropriate fridge/storage areas

✓ ✗

All fridges are working and operating at the correct temperatures

✓ ✗

All fridges and storage areas are locked

✓ ✗

All gas equipment is switched off

✓ ✗

Hot plates and salamanders are turned off

✓ ✗

Fat fryers are turned off and covered

✓ ✗

Power points are disconnected, where necessary

✓ ✗

Extraction fan is switched off

✓ ✗

Any deviations are identified and rectified

✓ ✗

Heating, lighting, and ventilation is attended to as appropriate

✓ ✗

Final security check of doors and windows is carried out and alarms are set, as required

✓ ✗

All appropriate access doors are locked and the keys are deposited at reception

✓ ✗

Completion

Recommendations

Overall Assessment

Name & Signature of Assigned Auditor



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