

Standard Operating Procedures

Table of Contents

Personnel and Personal Hygiene

- RSOP1 Employee Health and Personal Hygiene
- RSOP2 Handwashing
- RSOP3 Glove and Utensil Use
- RSOP4 Tasting Methods
- RSOP5 Employees Eating and Drinking at Work
- RSOP6 Breaks and Meals
- RSOP7 Contact with Blood and Bodily Fluids

Facility and Equipment

- RSOP8 Equipment Cleaning and Sanitizing
- RSOP9 Machine Warewashing – High Temperature
 - RSOP9a Dish Machine 1-Compartment High Temperature Monitoring Form
 - RSOP9b Dish Machine 3-Compartment High Temperature Monitoring Form
- RSOP10 Machine Warewashing - Chemical Sanitizing
 - RSOP10a Chemical Dish Machine Monitoring Form
- RSOP11 Manual Warewashing
 - RSOP11a Manual Warewashing Monitor Form
- RSOP12 Ice Machine Usage
 - RSOP12a Ice Machine Cleaning and Sanitizing Log
- RSOP13 Pest Control
- RSOP14 Calibration of Thermometers
 - RSOP14a Calibration Record for Thermometers
- RSOP15 Use of Thermometers
- RSOP16 Facility and Equipment Maintenance
 - RSOP16a Laundry and Linen Use
- RSOP17 Cleanliness and Sanitation of the Dining Room
 - RSOP17a Laundry and Linen Use

Flow of Food

- RSOP18 Purchasing
- RSOP19 Receiving
 - RSOP19a Receiving Temperature Log
- RSOP20 Storage
 - RSOP20a Temperature Record for Freezer
 - RSOP20b Temperature Record for Refrigerator / Freezer
 - RSOP20c Temperature Record for Refrigerator
- RSOP21 Thawing Food
- RSOP22 Preparing Cold Food



Standard Operating Procedures

Table of Contents, continued

- RSOP23 Cooking Food
 - RSOP23a Daily Menu Production Worksheet
- RSOP24 Holding Food
 - RSOP24a Holding Temperature Log
- RSOP25 Cooling Food
 - RSOP25a Cooling Temperature Log
- RSOP26 Reheating Food (Leftovers)
 - RSOP26a Reheating Temperature Log
- RSOP27 Service Temperatures
 - RSOP27a Service Temperature Log
- RSOP28 Service of Food
- RSOP29 Transportation and Service Off Site

Communications

- RSOP30 Responding to a Foodborne Illness Complaint
 - RSOP30a Foodborne Illness Incident Report Form
- RSOP31 Responding to a Physical Hazard Found in Food
 - RSOP31a Physical Hazards Incident Report
- RSOP32 Visitors in the Kitchen
- RSOP33 Food Safety in Emergency Situations

Employee Orientation and Training

- RSOP34 New Employee Orientation
 - RSOP34a New Foodservice Employee Orientation – Food Safety Checklist

Food Safety and HACCP Training and Monitoring

- RSOP35 Food Safety and HACCP Training Program
 - RSOP35a Annual Training Calendar Form
 - RSOP35b Employee Training Planner
 - RSOP35c In-Service Training Session Roster
- RSOP36 Self Inspection for Continuous Quality Improvement
- RSOP37 Food Safety and HACCP Program Verification
- RSOP38 Record Keeping and Documentation

