

Standard Operating Procedures

Table of Contents

Personnel and Personal Hygiene

- SCSOP1 Employee Health and Personal Hygiene
- SCSOP2 Handwashing
- SCSOP3 Glove and Utensil Use
- SCSOP4 Tasting Methods
- SCSOP5 Employees Eating and Drinking at Work
- SCSOP6 Breaks and Meals
- SCSOP7 Contact with Blood and Bodily Fluids

Facility and Equipment

- SCSOP8 Equipment Cleaning and Sanitizing
- SCSOP9 Machine Warewashing – High Temperature
 - SCSOP9a Dish Machine 1-Compartment High Temperature Monitoring Form
 - SCSOP9b Dish Machine 3-Compartment High Temperature Monitoring Form
- SCSOP10 Machine Warewashing - Chemical Sanitizing
 - SCSOP10a Chemical Dish Machine Monitoring Form
- SCSOP11 Manual Warewashing
 - SCSOP11a Manual Warewashing Monitor Form
- SCSOP12 Ice Machine Usage
 - SCSOP12a Ice Machine Cleaning and Sanitizing Log
- SCSOP13 Pest Control
- SCSOP14 Calibration of Thermometers
 - SCSOP14a Calibration Record for Thermometers
- SCSOP15 Use of Thermometers
- SCSOP16 Facility and Equipment Maintenance
 - SCSOP16a Laundry and Linen Use

Flow of Food

- SCSOP17 Purchasing
- SCSOP18 Receiving
- SCSOP19 Storage
 - SCSOP19a Temperature Record for Freezer
 - SCSOP19b Temperature Record for Refrigerator / Freezer
 - SCSOP19c Temperature Record for Refrigerator
- SCSOP20 Thawing Food
- SCSOP21 Preparing Cold Food



Standard Operating Procedures

Table of Contents, continued

- SCSOP22 Cooking Food
 - SCSOP22a Daily Menu Production Worksheet
 - SCSOP22b Menu Production Plan
- SCSOP23 Holding Food
 - SCSOP23a Holding Temperature Log
- SCSOP24 Cooling Food
 - SCSOP24a Cooling Temperature Log
- SCSOP25 Reheating Food (Leftovers)
 - SCSOP25a Reheating Temperature Log
- SCSOP26 Transportation of Food from Central or Regional Kitchens to Satellite Locations
- SCSOP27 Service Temperatures
 - SCSOP27a Service Temperature Log
- SCSOP28 Service of Food

Consumer Communications

- SCSOP29 Responding to a Foodborne Illness Complaint
 - SCSOP29a Foodborne Illness Incident Report Form
- SCSOP30 Responding to a Physical Hazard Found in Food
 - SCSOP30a Physical Hazards Incident Report
- SCSOP31 Visitors in the Kitchen
- SCSOP32 Sack Lunches
- SCSOP33 Food Safety in Emergency Situations

Employee Orientation and Training

- SCSOP34 New Employee Orientation
 - SCSOP34a New Foodservice Employee Orientation – Food Safety Checklist

Food Safety and HACCP Training and Monitoring

- SCSOP35 Food Safety and HACCP Training Program
 - SCSOP35a Annual Training Calendar Form
 - SCSOP35b Employee Training Planner
 - SCSOP35c In-Service Training Session Roster
- SCSOP36 Self Inspection for Continuous Quality Improvement
- SCSOP37 Food Safety and HACCP Program Verification
- SCSOP38 Record Keeping and Documentation

