



JOHN FORD COMMUNITY KITCHEN (JFCK)

Standard Operating Procedures (SOP)

Personnel

- 1) Wear clean clothes that will protect from burns and other injuries.
- 2) Remove jewelry before coming in to the facility. (*earrings, studs, bracelets, rings etc...may fall into products or not be thoroughly cleaned and therefore harbor food particles, bacteria, and so cannot not be worn while in production*)
- 3) Wear closed toe and heel, skid-proof shoes.
- 4) Wear long pants. (*No shorts, skirts, or dresses are permitted*)
- 5) Wear, in an effective manner, hair nets, headbands, caps, beard covers, or other effective hair restraints that will keep loose hairs out of food products, or be caught in machinery.
- 6) Wear a clean apron or chef's jacket to cover outside clothes (*remove apron when leaving the building such as taking out trash, and going to the rest room*)
- 7) Do not store personal goods in the kitchen or wherever food is being processed. (*ex. back-packs or jackets or purses etc...*)

Equipment and Facility

- 1) Do not leave or prop kitchen doors open unless you are ACTIVELY bringing in/removing items. (*open doors allow insects, birds, and rodents to enter the facility*)
- 2) Make sure that all trash is put in the dumpster.
- 3) No food preparation is permitted in the storage areas.

Storage

- 1) **Dry Storage**
 - All items/areas must be clearly identified and labeled with the User's name.
 - Opened food items must be stored tightly covered in containers labeled with the container's contents.
 - All items must be on pallets or otherwise off the ground at least 6 inches for items on moveable shelves, 12 inches if they are no permanent racks.
 - The areas around stored items must be kept clean, swept and mopped as often as needed.
- 2) **Cooler/Freezer Storage**
 - All items must be clearly identified and labeled with the User's name.
 - Food items must be stored tightly covered.
 - Keep in mind sanitation guidelines that dictate raw meats, poultry, fish, seafood, and eggs on bottom shelves of coolers.
 - Clean and sanitize your storage shelves at least once a month. Mop area immediately if there are any spills or leakages.

Standard Operating Procedures (SOP) (continued>>

Getting Started and Signing-In

- 1) Pick up a Production Sheet and SIGN-IN at start of set-up (*date, names of user and workers, time circle am/pm*).
- 2) Bring needed supplies to set up your work space. Remember that effective hair restraints are required by both health department and FDA rules and no one is allowed in the production areas when production is going on without them.
- 3) Go to your assigned production area and fill in the Facility Checklist on the back side of the Production Sheet-to report on the condition of the kitchen as you found it.
- 4) Wash hands and set up sanitizer bucket/towels.
- 5) Sanitize all equipment that you will be using. This is for YOUR protection. Set up your work area in the most efficient way.

During Production

- 1) Do not allow kitchen doors to stay open. Remember, this is a violation of health department and FDA rules.
- 2) Carefully follow operating guidelines for each piece of equipment. Instruction books are in kitchen library.
- 3) The two-compartment prep sink is only for washing fresh produce and meats (*sanitize thoroughly in and between uses*). Dishes must be washed only in the three-compartment dish washing sinks.
- 4) Keep spray bottles of cleaners, covered drinks, and electronics on the self below the work table, or on the shelves near the sinks, never on the same level or above food prep areas.

At the Close of Production

- 1) Break down and clean each piece of equipment used according to guidelines in the instruction book. (*Be sure to check adjacent equipment and walls for splashes and spills.*)
- 2) When fryers are used, be sure to empty and clean the fryer and clean the walls and hoods surfaces around the fryer.
- 3) Clean and sanitize all sinks and walls surrounding the sinks in the kitchen.
- 4) Clean all walls and surfaces adjacent to the equipment you have used.
- 5) Clean and sanitize every place that hands have touched including refrigerators, ovens, faucets, sprayer handles and light/hood switches.
- 6) Return everything to its original place including oven racks.
- 7) No food is to be left in the walk-in coolers in the kitchen at the end of your processing.
- 8) All foods are to be stored, properly labeled, in the walk-ins. (*nothing is to be stored on floors*)
- 9) Remove all trash bags to JFCK dumpster.
- 10) Rinse and scrub trash cans in the custodian sink and return clean trash cans to kitchen without new bags to declare cleanliness.
- 11) Sweep and mop floors in facility areas that were used.

Standard Operating Procedures (SOP) (continued>>>

- 12) Use the mop and/or squeegee to push water into the floor drains.
- 13) Be sure not to leave ANY SCRAPS of food particles on the drain grates.
- 14) Clean and rinse mop and mop bucket, wring out mop, and hang to dry in the custodian sink only.

Last Check

- 1) Turn out ALL LIGHTS in the facility if you are the last to leave.
- 2) Return all equipment to proper place.
- 3) Complete the Production Sheet – be sure to circle ALL equipment that you used. Fill in the amount of production and value of goods produced.
- 4) Return the Production Sheet to JFCK representative.
- 5) Make sure trash has been taken out.
- 6) Make sure all facility exterior doors are closed and locked.