



Facility Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Service of Food

Policy: All food will be served in a manner to ensure food safety.

Procedure: Employees involved in the service of food must observe the following procedures:

Cleaning and sanitation before placing food in service area:

1. Clean on, and around, the service area, using warm soapy water and designated cleaning cloths. Thoroughly rinse surfaces after washing.
2. Sanitize on and around the service area, using an approved chemical sanitizer at proper concentration.
3. Wipe down service area as needed throughout service with a clean wiping cloth stored in sanitizing solution, away from food.

Cloths used for cleaning food spills should not be used for other purposes. Service utensils/service ware:

1. Store utensils properly during use, with the handle extended above the container, or on a clean, sanitized food-contact surface.
2. Use serving utensils with long handles to keep hands away from the food item.
3. Clean and sanitize utensils before using.
4. Use separate utensils for each food item.
5. Handle glassware and dishes so that hands are not in contact with surfaces that will be touched by food or patron's mouth.
6. Hold and present flatware and utensils by the handles.

Practice good personal hygiene:

1. Wash hands before handling place settings or food.
2. Never touch cooked or ready-to-eat foods with bare hands. Always use gloves or utensils.
3. Never touch food with bare hands. Serve with tongs or gloves.
4. Wash hands between each different task. For example, if the same employee is loading dirty dishes and taking out clean dishes, a thorough handwashing must be done between the two tasks. Hand dips are not acceptable.

Service Restrictions and Disclosures

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1. The sale or service of undercooked or comminuted meat to children is prohibited.

***Comminuted meat includes meat that has been emulsified, stuffed, linked, or smoked. Products include sausages, frankfurters, and bratwurst.*

4. Consumer advisories regarding potential risks of undercooked foods should be provided in writing to customers.

Service:

Service of Food, continued

1. Take temperatures of foods at the beginning of service. This should be done for each pan or batch of food..
2. Record the time temperatures were taken and actual temperatures on **Service Temperature Record** and initial.
3. Keep pans or batches of prepared foods separate during service. Do not refill a partially used service pan with new product.
4. Monitor service area at all times with presence of staff member to protect from intentional contamination of foods.

The restaurant manager will:

1. Supervise employees to ensure that proper service techniques are being followed.
2. Review logs daily to ensure the temperatures and corrective actions are being met.
3. Follow up as necessary.
4. File logs with HACCP records.

Policy last revised on: _____