Facility Name:

Department:

Policy No:

STANDARD OPERATING PROCEDURE

Cleanliness and Sanitation of the Dining Room

Policy: The dining room is to be kept clean. Food contact surfaces are to be cleaned and sanitized to minimize risk of cross contamination.

Procedure:

Front of House Employees involved in the service of food to customers in the dining room must observe the following procedures to ensure its safety:

Before service:

1. Clean and sanitize tables following the SOP.
2. Wash hands before handling place settings, food, or beverages.
3. If tableware is preset, it should be protected from contamination by being wrapped, covered, or inverted.
4. Cloth napkins should be laundered between each use and free of food and/or soil residue.

During service:

1. Handle all dishes, glasses, cups, and flatware by non-food contact surfaces only.
2. Change aprons if they become soiled.
3. Immediately wipe up spills as they occur. Use designated cloths and appropriate sanitizing solution after cleaning.
   a. Quaternary ammonia – Manufacturer's recommendation
   b. Iodine – 12.5-25.0 ppm
   c. Chlorine – 50 ppm-100 ppm.

After service:

1. Remove unused flatware after the meal, clean and sanitize.
2. If tables are covered with linens, remove after meal and replace with clean tablecloths. Cloth linens, tablecloths, and napkins should be taken to the laundry and kept separate from other linens used in the establishment, such as custodial towels. Treat stains promptly.
3. If no tablecloth is used, remove all materials (salt and pepper shakers, sweetener, etc.) clean and sanitize tables. Replace materials and reset tables.
4. Wipe table seats if necessary after table tops have been cleaned and sanitized.
5. Sweep and mop floors or vacuum carpet after meals.

The restaurant manager will:

1. Monitor employees to ensure that dining areas are properly maintained, and all foods are served safely.
2. Provide supplies needed to maintain the cleanliness and sanitation of dining areas.
3. Follow up as necessary.

Policy last revised on: March 6, 2018