



Facility Name: _____

Department: _____

Policy No: _____

STANDARD OPERATING PROCEDURE

Breaks and Meals

Policy: Restaurant employees will take breaks and eat meals in a specified area(s) away from production and service.

Procedure: All restaurant employees must:

1. Take breaks and meals in a designated area away from production and service.
2. Wash hands before returning to any foodservice area.

The restaurant manager will:

1. Inform all restaurant employees of locations of breaks and meals designated areas.
2. Establish length of breaks and meals.
3. Observe all employees daily to ensure that they are following procedures.
4. Follow-up as necessary.

Policy last revised on: _____