

# Eastern Carolina Food Ventures

## Standard Operating Procedures (SOP's) – Exhibit C

### General Guidelines

#### Personnel

1. Wear clean clothes that will protect from burns and other injuries. 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.
2. Wear closed toe & heel, skid-proof shoes.
3. Store personal goods in break room or in your car, NOT in the kitchen. No back-packs or jackets or purses in the kitchen or wherever food is being processed.
4. 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.
5. 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.

#### Equipment and Facility

1. Do not leave outside doors (front or back) open unless you are ACTIVELY bringing in/removing items. Open doors allow insects, birds and rodents to enter the facility.
2. Do not prop open or allow swinging doors to individual kitchens to stay open.
3. **Make sure that all trash is put in the dumpster.**

#### Storage

1. **Dry Storage—Cages and Pallet 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 on permanent racks. The areas around stored items must be kept clean, swept and mopped as often as needed, but at least once a month.
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.

## Getting Started and Signing-In

1. Look at the white-board to see which production area you are assigned to. If no kitchen is assigned, you may use either one.
2. Pick up a Production Sheet and SIGN-IN at start of set-up (date, names of user & workers, time—circle am/pm).
3. Bring needed supplies to set up your work space. Be sure you have garbage bags, hair nets and aprons, cleaner, and sanitizer in spray bottles. 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.
4. 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.
5. Wash hands, fill up wash, rinse and sanitize sinks.
6. 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 swinging doors to stay open, even if they want to. 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. IF you are using a piece of equipment for the first time or for a new use, you must get instruction from the Kitchen Technician or representative.
3. Be sure to turn on hood exhaust fans BEFORE starting up any gas-fired equipment. Don't forget to turn them off either.
6. Each kitchen has a prep sink. The prep sink is only for washing fresh produce and meats (sanitize thoroughly in-between uses). Dishes must be washed in the Dish Area and not in prep sinks.
7. Keep spray bottles of cleaners or covered drinks on the shelf **below** the work table, or on the shelves near the sinks, never on the same level, or above food prep areas. Same for radios.

## 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. If you used the fryer, be sure to clean the walls and hoods around the fryers.
2. Certain pieces are to be left partially broken down see instruction manuals to see how to break down and clean the equipment you have used.
3. Clean & sanitize **all sinks** in the kitchen. Be sure to clean the walls above & around the sinks.
4. Clean & sanitize **every place that hands have touched**—handles to refrigerators and ovens, faucet & sprayer handles, light switches....
5. Return everything to its original place. If you removed racks from ovens, be sure to put back.
6. No food is to be left in the reach-in coolers in the kitchen at the end of your processing. It will be thrown away. All foods are to be stored, properly labeled, in the walk-ins. **Nothing is to be stored on floors.**
7. Remove all trash bags to ECFV dumpster.
8. Rinse & scrub trash cans in the mop room. Return clean trash cans to kitchen. **Do not put new bags in so that the next person can see that they are clean.**
9. Sweep and mop floors in facility areas that you were using. To help keep floor drains in the 2 main kitchens running well -- **empty your mop water into floor drains.** This will send some degreaser down the drains each time. Be sure to mop up any spills around the drains of course.

10. Any **standing water is a place for germs to grow**. Users are responsible to insure that there are **no puddles of water anywhere in the kitchen at the end of their shifts**. Use the sponge mop and/or squeegee to push all that water under the sinks into the floor drains. Be sure not to leave ANY SCRAPs of food particles on the drain grates.
11. Another reminder about mopping—you should be mopping **with clean, hot soapy water**. Once your mop water starts to look brown, you should go replace it, cleaning out your mop at the same time. ***Slopping dirty water around the floor is NOT floor cleaning.***
12. Back in the mop room, clean and rinse mop and mop bucket, **wring out mop**, and hang to dry.

If there are others working in the same space, check with them to be sure you have fulfilled your cleaning and sanitation responsibilities before leaving.

## **Last Check**

1. **Turn out ALL LIGHTS in the facility if you are the last to leave.**
2. **IF you used the rest rooms, be sure they are in good condition—emptied trash cans, cleaned table, etc...**
3. **Return all equipment to proper place.**
4. **Complete the Production Sheet—be sure to circle ALL equipment that you used, in both kitchens. Fill in the amount of production and value of goods produced.**
5. **Slip the Production Sheet under the Kitchen Technician's door.**
6. **Make sure trash has been taken out.**

**\* MSDS Sheets (what to do if you get cleaning chemicals on your skin, or swallow them) are on the wall next to clean-up station. \***