

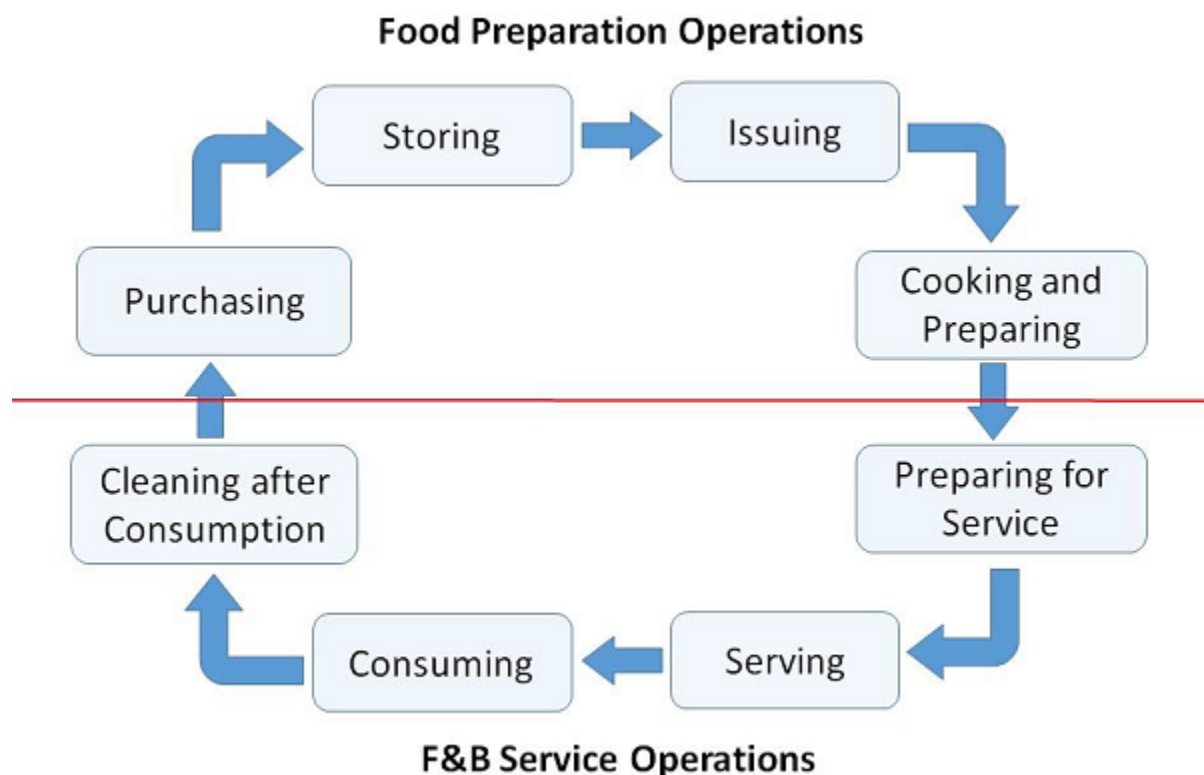
SOP For Cafeteria

Standard procedures for receiving food & Raw Materials:

- At receiving area all the material to be checked & stored in a proper racks & baskets.
- Material should be sorted and cleaned after arrival.
- Expiry items to be kept separately & disposed/ returned to supplier immediately.
- First-In-First-Out method to be followed at store.
- Inventory of stock to be tracked & maintained as per the requirement of student count, to have adequate material in store.
- Products with the earliest expiry date are stored in front of products with later dates.
- Mixing old food with new food is not acceptable.
- Keep products in original package until used.
- Chemicals to be stored separately from food items.

Cooking process:

- All foods will be cooked using appropriate practices and procedures to ensure safety & hygiene.
- After receiving the raw material from store, need to sorted & cleaned.
- Rice needs to be soaked & stirred with water for a minimum of 15 minute, for any insects/ worms.
- Vegetable to be soaked & washed with warm water & salt, for any insects/ worms/ soil prior to chopping.
- Other ingredient like pulses to be soaked & washed with water.
- Cook on required minimum end-point temperature to avoid over-cooking or burning of food.
- Food ingredients to be kept at room temperature for two hours or less, or should be returned to the refrigerator.
- Dishes that do not need cooking or heating, to be kept away from cooked or heated dishes.



Staff Grooming:

Policy: All cafeteria employees will maintain good personal hygiene practices to ensure food safety.

Procedure: All cafeteria employees must:

Grooming:

- Arrive at work clean – clean hair, teeth brushed & bathed with deodorant used daily.
- Maintain short, clean, and polish-free fingernails. No artificial nails are permitted in the food production area.

Wash hands (including under fingernails) and up to forearms vigorously and thoroughly with soap and warm water for a period of 20 seconds:

- When entering the facility before work begins.
- Immediately before preparing food or handling equipment.
- As often as necessary during food preparation when contamination occurs.
- In the restroom after toilet use, and when you return to your work station.
- When switching between working with raw foods and working with ready- to-eat or cooked foods.
- After touching face, nose, hair, or any other body part, and after sneezing or coughing.
- After cleaning tables.
- After cleaning duties.
- Between each task performed and before wearing disposable gloves.
- After smoking, eating, or drinking.
- Any other time an unsanitary task has been performed – i.e., taking out garbage, handling cleaning chemicals, wiping tables, picking up a dropped food item, etc.
- Wash hands only in hand sinks designated for that purpose.
- Dry hands with single use towels. Turn off faucets using a paper towel in order to prevent recontamination of clean hands.
- Change disposable gloves as often as hand washing is required. Wash hands before donning and after discarding gloves

Proper Attire:

- Wear appropriate clothing – clean uniform with sleeves and clean non-skid, close-toed work shoes (or leather tennis shoes) that are comfortable for standing and working on floors that can be slippery.
- Wear apron on site, as appropriate.
- Do not wear apron to and from work.
- Take off apron before using the restroom.
- Change apron if it becomes soiled or stained.

Hair Restraints:

- Wear a hair net or cap in any food production area that completely covers all hair.
- Keep beards and mustachos neat and trimmed. Beard restraints are required in any food production area.
- Refrain from wearing jewellery in the food production area.
- Only a plain wedding band is permitted.

Cuts, Abrasions, and Burns:

- Bandage any cut, abrasion, or burn that has broken the skin.
- Cover bandages on hands with gloves and finger cots as appropriate.
- Inform floor manager of all wounds.

Smoking, Alcohol, eating, and gum chewing:

- No smoking or chewing tobacco shall occur inside production facilities, it's strictly prohibited
- Eat and drink in designated areas only. A glass of water or a closed beverage container may be used in the production area, when put out of sight.
- Refrain from chewing gum or eating candy during work in a food production area.

GLOVE AND UTENSILS USE

Procedure: All employees handling food or utensils must:

Wash hands thoroughly prior to putting on gloves and when gloves are changed.

Change gloves when:

- Beginning each new task.
- They become soiled or torn.
- They are in continual use for four hours.
- Finished handling raw meat and before handling cooked or ready-to-eat foods.
- Use utensils, such as deli-tissue, spatulas, or tongs, as an alternative to gloves.
- Cover cuts and sores on hands, including fingernails, with clean bandages. If hands are bandaged, clean gloves or finger cots (protective coverings) should be worn at all times to protect the bandage and to prevent it from falling into food.