Kitchen Standard Operating Procedures (SOPs)

Your permit or certificate to operate in both the incubator kitchen, and in your business, will come from the applicable agency(s) based on the types of products you produce. You are responsible for knowing and adhering to all codes, requirements, and guidelines for all governing agencies. However, the items listed in these SOPs are of particular importance. Contact the Kitchen Technician if you have any questions about the SOPs.

The staff of the JSCC ECFV are here to assist all users in interpretation and effective implantation of Standard Operation Procedures. The staff also have the responsibility of making sure that safety is adhered to in production of food products. Therefore, if JSCC ECFV staff see any violations of food preparation, storage, or any practice that causes potential harm or danger to the general public. Reports will be made to the appropriate local, state, and federal agencies tasked with oversight of the particular infraction.

General Guidelines

1. Remember safety first and that there is nothing so important that it can’t be done safely.

2. All Material Safety Data Sheets (MSDS) are located in the kitchen library. The MSDS provides you with information and what to do if you get cleaning chemicals on your skin, your eyes, or inadvertently swallow them.

3. JSCC ECFV has a “no jewelry” policy that applies to all areas of the kitchen facility. The policy is to help ensure your safety as well as the consumer’s. 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.

4. Wear clean clothes that will protect from burns and other injuries.

5. Wear closed toe & heel, skid-proof shoes.

6. Store personal goods in your vehicle and not in the kitchen. No back-packs, jackets or purses can be stored in the kitchen or wherever food is being processed. Personal
items can be stored in the break area. JSCC ECFV assumes no liability for missing or stolen personal items.

7. 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 that can be caught in machinery.

8. 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. All trash receptacles must have a bag liner. Do not put trash in any cans or any receptacle without first lining it with a bag.

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 client’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. No sharing of dry storage areas is approved. The areas around stored items must be kept clean, swept and mopped as often as needed, but at least once a month. If deficiencies are noted in cleanliness, the staff of the JSCC ECFV may administer a $50 penalty for each month until the issue is remedied.

2. Cooler/Freezer Storage: All items must be clearly identified and labeled with the client’s name and open date. Food items must be stored tightly covered. Keep in mind sanitation guidelines that dictate raw meats, poultry, fish, seafood and eggs go on the bottom shelves of coolers. Items should be stored only in the area approved for the client. Any items that aren’t stored in the appropriate area and without identification may be removed and destroyed immediately by the JSCC ECFV staff.
Clean and sanitize your storage shelves at least once a month. Mop area immediately if there are any spills or leakages. If deficiencies are noted in cleanliness, the staff of the JSCC ECFV may administer a $50 penalty for each month until the issue is remedied.

**Getting Started and Signing-In**

1. Make a reservation to use the facility by logging into the online calendar.

2. Upon arrival, pick up a **Production Sheet** and sign-in at start of set-up (date, names of client and workers, time, and circle AM or PM.) **Production Sheets MUST** be completed at all times. Failure to complete a Production Sheet is grounds for immediate termination of the use of ECFV incubator kitchen.

3. Bring all needed supplies to set up your work space. Be sure you have garbage bags, hair nets, aprons, cleaner, and sanitizer in spray bottles. Remember that effective hair restraints are required by both the health department and FDA rules. No one is allowed in the production areas without wearing hair restraints.

4. Go to your assigned production area and fill in the **Facility Checklist** on the bottom of the **Production Sheet**. It is important that you report 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. Then set up your work area in the most efficient way.

7. Create a stand-alone sanitizing bucket consisting of a bucket, provided sanitizer, and water. This bucket is to be used to clean all spills.

**During Production**

1. Carefully follow the operating guidelines for each piece of equipment. Instruction manuals are in the kitchen library. You must receive instruction from the Kitchen Technician prior to using any piece of equipment for the first time or using it for something new.
2. Be sure to turn on hood exhaust fans before starting up any gas-fired equipment.
   Don’t forget to turn them off when done.

3. 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.

4. 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. This requirement applies to radios or any other personal device.

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 stored partially broken down. See the instruction manuals to see how to break down and clean the equipment.

3. Clean and sanitize all sinks in the kitchen. Be sure to clean the walls above & around the sinks.

4. Clean and sanitize every place that hands have touched; this includes handles to refrigerators and ovens, faucet & sprayer handles, light switches, etc.

5. Return everything to its original place. If you removed racks from ovens, be sure to put them 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 and properly labeled in the walk-in coolers. Nothing is to be stored on the floor.

7. Remove all trash bags to ECFV dumpster.

8. Rinse and 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 both kitchens draining properly, empty your mop water into floor drains. This will provide some degreaser in the drains each time. Be sure to mop up any spills around the drains.

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 squeegee to push all water under the sinks into the floor drains. Be sure to remove all food particles on the floor or around the drain grates.

11. Always mop with clean, hot soapy water. Replace the mop water once its color begins to turn brown and clean your mop at the same time. Spreading dirty water around the floor is NOT mopping as required.

12. Clean and rinse your mop and mop bucket. Then wring out mop and hang to dry in the mop room.

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

**Last Check**

1. Turn off all lights in the facility if you are the last to leave.

2. If you used the rest rooms, be sure they are left in good condition; including emptying the trash cans.

3. Return all equipment to its proper place.

4. Finalize the Production Sheet by circling all equipment that you used in both kitchens. Fill in the total amount of production and the value of goods produced.

5. Slip the completed Production Sheet under the office door of the Kitchen Technician. **A Production Sheet MUST be submitted at time of completion of work.**

6. Make sure all trash has been removed from the kitchen facility and placed in the ECFV dumpster.
Failure to comply with any of the Standard Operating Procedures (SOP’s) may be grounds for immediate expulsion and termination of the contract between the user and ECFV.

These Standard Operating Procedures (SOP’s) were reviewed, signed and agreed upon on ______________________, 2020.

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Date

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Owner

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Business Name

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James Sprunt Community College, Small Business Center Director