
1 SOP Title

Kitchen Hygiene & Sanitation SOP

2 Department

Kitchen / Food Production

3 Purpose

To maintain high standards of hygiene and food safety in the kitchen, preventing food contamination, food poisoning, pest issues, and negative guest impact in a 2–3 star Indian hotel.

This SOP ensures:

- Safe food preparation
- Clean working environment
- Reduced health risk
- Compliance with basic FSSAI hygiene norms
- Protection of hotel reputation

Suitable for:

2–3 Star Indian Hotel

Restaurant + Banquet Kitchen

4 Scope

Applicable to:

- Personal hygiene of kitchen staff
- Food handling
- Storage hygiene
- Equipment cleaning
- Waste disposal
- Pest control
- Deep cleaning schedule

Applies to:

- Head Chef
 - Sous Chef
 - Commis
 - Helpers
 - Stewarding Staff
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5 Responsibility

Position Responsibility

Head Chef Overall hygiene monitoring

Sous Chef Daily supervision

Commis Maintain personal hygiene

Stewarding Cleaning & sanitation

Manager Monthly audit

6 Step-by-Step Procedure

A. Personal Hygiene Standards

1. Wear clean uniform daily.
2. Wear apron & cap at all times.
3. Trim nails (no nail polish).
4. No rings, watches, bracelets.
5. Wash hands:
 - Before cooking
 - After toilet
 - After handling raw meat
 - After touching garbage
6. Use gloves when required.

7. No coughing or sneezing near food.
8. Sick staff must not handle food.

Hand wash must be available with soap.

B. Raw Material Hygiene

1. Wash vegetables properly.
2. Store raw meat separately.
3. Use separate chopping boards:
 - Green – Vegetables
 - Red – Raw meat
4. Do not keep food uncovered.
5. Maintain fridge temperature (2–5°C).
6. Maintain freezer temperature (-18°C approx).

Avoid cross contamination at all cost.

C. Cooking Hygiene

1. Cook food to proper temperature.
2. Avoid reheating multiple times.
3. Do not mix fresh and old food.
4. Taste using separate spoon.
5. Keep lids on containers.

Never reuse stale gravy.

D. Cleaning Procedure (Daily)

1. Clean workstation after each shift.
2. Sanitize chopping boards.
3. Wash knives immediately after use.
4. Mop floor every 2–3 hours.

5. Empty garbage every 2 hours.
6. Clean exhaust filters weekly.
7. Clean refrigerators weekly.

Maintain cleaning checklist.

E. Waste Disposal

1. Use covered dustbins.
2. Segregate wet & dry waste.
3. Remove garbage from kitchen area regularly.
4. Wash dustbins daily.
5. Store garbage away from kitchen entrance.

Never allow garbage overflow.

F. Pest Control

1. Monthly pest control service.
2. Keep doors closed.
3. Seal cracks & gaps.
4. No open food overnight.
5. Maintain pest control log.

If insects found → Immediate reporting.

G. Deep Cleaning Schedule

Weekly:

- Exhaust cleaning
- Gas range deep clean
- Drain cleaning

Monthly:

- Store room deep cleaning

- Freezer defrost
 - Wall & ceiling cleaning
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H. Equipment Hygiene

1. Clean mixer, grinder after use.
 2. Sanitize work tables daily.
 3. Check for rust or damage.
 4. Replace broken utensils.
 5. Keep knives sharp & clean.
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✓ Do's and Don'ts

Do's

- ✓ Maintain hand wash discipline
- ✓ Follow FIFO
- ✓ Cover all food
- ✓ Conduct daily cleaning
- ✓ Monitor temperature logs

Don'ts

- ✗ Don't allow outside shoes in kitchen
 - ✗ Don't store chemicals near food
 - ✗ Don't reuse old oil repeatedly
 - ✗ Don't ignore bad smell
 - ✗ Don't keep wet cloths lying around
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⊠ Hygiene Standards

- Zero pest presence
- Clean uniform daily
- No expired stock
- No uncovered food
- Daily cleaning checklist signed

- Temperature log maintained
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9 Escalation Matrix

Situation	Escalate To
Food contamination	Head Chef
Pest issue	Manager
Staff illness	Manager
Food poisoning complaint	GM immediately
Major hygiene lapse	Owner

10 Documentation / Records Required

- Daily Cleaning Checklist
 - Temperature Log Sheet
 - Pest Control Log
 - Deep Cleaning Schedule
 - Staff Medical Fitness Record
 - Wastage Log
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11 Common Mistakes to Avoid

- Not washing vegetables properly
- Cross contamination
- Reusing old oil
- Not recording fridge temperature
- Ignoring small pest signs
- Wearing dirty uniform
- Leaving food uncovered overnight

In 2–3 star hotels, one food poisoning case can damage entire business reputation.

12 Training Notes

How to Train Staff:

1. Conduct monthly hygiene training.
2. Demonstrate proper handwashing method.
3. Teach cross contamination examples.
4. Show real impact of poor hygiene.
5. Conduct surprise inspection weekly.
6. Display hygiene rules chart inside kitchen.

Training Duration:

- 1 day hygiene workshop
- Monthly refresher training

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- SOP Ready for Printing
 - Practical for Budget & 2–3 Star Indian Hotels
 - Focused on Food Safety & Reputation Protection
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