
1 SOP Title

Kitchen Operations SOP – Daily Production & Hygiene Control

2 Department

Kitchen / Food Production

3 Purpose

To ensure safe, hygienic, and efficient food preparation in a 2–3 star Indian hotel kitchen while maintaining taste consistency, cost control, and timely service.

This SOP ensures:

- Standard food quality
- Controlled food cost
- Reduced wastage
- Proper hygiene practices
- Smooth coordination with F&B service

Suitable for:

2–3 Star Indian Hotel

40–80 Cover Restaurant

Banquet Support (Up to 150 pax)

4 Scope

Applicable to:

- Daily breakfast preparation
- À la carte production
- Banquet food production
- Store handling
- Hygiene & sanitation
- Food storage
- Closing procedure

Applies to:

- Head Chef
 - Sous Chef
 - Commis
 - Kitchen Helpers
 - Storekeeper
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5 Responsibility

Position	Responsibility
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Head Chef	Overall control & menu planning
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Sous Chef	Supervise daily production
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Commis	Food preparation
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Helper	Cleaning & support
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Storekeeper	Raw material control
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6 Step-by-Step Procedure

A. Daily Opening Procedure

1. Staff grooming check:
 - Clean uniform
 - Cap & apron
 - Trimmed nails
2. Wash hands before starting.
3. Check previous day leftovers.
4. Discard expired items.
5. Check refrigerator temperature.
6. Prepare daily production plan.
7. Inform purchase requirement (if shortage).

Kitchen must be ready 1 hour before service.

B. Raw Material Handling

1. Receive stock from store.
2. Check:
 - Quality
 - Expiry
 - Quantity
3. Follow FIFO method (First In First Out).
4. Label items with date.
5. Store properly:
 - Veg separate
 - Non-veg separate
 - Raw & cooked separate

Never store uncovered food.

C. Food Preparation Procedure

1. Follow standard recipe.
2. Maintain portion control.
3. Avoid overproduction.
4. Keep work area clean.
5. Use separate chopping boards:
 - Green – Veg
 - Red – Non-veg
6. Cook as per order timing.
7. Taste check before service.

Avoid excessive oil & wastage.

D. Breakfast Production Control

1. Prepare as per expected occupancy.
2. Keep 10% buffer.
3. Refill small quantities.
4. Monitor wastage after service.
5. Record leftover.

Breakfast wastage must be controlled daily.

E. À La Carte Order Handling

1. Check KOT from POS.
2. Start preparation immediately.
3. Follow order sequence.
4. Inform service staff of delay (if any).
5. Maintain plating standard.
6. Wipe plate edges before sending.

Food must go hot and fresh.

F. Banquet Production Procedure

1. Check Banquet Event Order (BEO).
2. Calculate quantity as per pax.
3. Prepare 5–10% buffer.
4. Maintain food temperature.
5. Assign one chef for live counter (if applicable).

Never underestimate quantity for Indian events.

G. Hygiene & Cleaning

1. Clean workstation after each shift.
2. Sanitize chopping boards.

3. Mop floor regularly.
4. Empty garbage every 2–3 hours.
5. Deep clean weekly.
6. Pest control monthly.

No open dustbins allowed.

H. Closing Procedure

1. Turn off gas safely.
 2. Cover all food.
 3. Store properly in fridge.
 4. Clean all equipment.
 5. Record wastage.
 6. Lock store area.
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Do's and Don'ts

Do's

- ✓ Follow recipe standard
- ✓ Maintain personal hygiene
- ✓ Control portion size
- ✓ Inform shortage early
- ✓ Keep kitchen organized

Don'ts

- ✗ Don't reuse stale food
 - ✗ Don't mix veg & non-veg
 - ✗ Don't overproduce
 - ✗ Don't ignore expiry date
 - ✗ Don't leave gas unattended
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Service Standards

- Food ready within 20–25 minutes (à la carte)

- Breakfast setup 30 minutes before service
 - Zero cross-contamination
 - Clean uniform at all times
 - Taste consistency maintained
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9 Escalation Matrix

Situation	Escalate To
Raw material shortage	Purchase / Manager
Equipment failure	Maintenance
Food poisoning complaint	GM immediately
Staff injury	Manager
Vendor quality issue	Owner / Purchase Head

10 Documentation / Records Required

- Daily Production Sheet
 - Raw Material Issue Register
 - Temperature Log Book
 - Wastage Report
 - Cleaning Checklist
 - Pest Control Log
 - Purchase Request Form
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11 Common Mistakes to Avoid

- Overproduction in low occupancy
- Poor portion control
- Not labeling food
- Cross contamination

- Excess oil usage
- Ignoring temperature control
- Poor coordination with service team

In 2–3 star hotels, kitchen profit depends on strict cost control and wastage management.

Training Notes

How to Train Staff:

1. Teach standard recipe measurement.
2. Conduct hygiene training monthly.
3. Train on FIFO practically.
4. Conduct wastage review weekly.
5. Teach portion control using measuring tools.
6. Conduct surprise inspection.

Training Duration:

- 3 days production training
 - 7 days supervised kitchen shift
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- SOP Ready for Printing
 - Suitable for Budget & 2–3 Star Indian Hotels
 - Cost-Control & Hygiene Focused
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