

SWAAD FAMILY RESTAURANTS

STANDARD OPERATING PROCEDURE

Kitchen Hygiene and Food Safety

Daily procedures for a commercial restaurant kitchen

DOCUMENT NO. SOP-FS-002

VERSION 1.4

EFFECTIVE DATE 1 May 2026

Document Control

Document title	Kitchen Hygiene and Food Safety
Document number	SOP-FS-002
Version	1.4
Effective date	1 May 2026
Owner	Executive Chef
Approved by	Operations Manager
Review cycle	Every 12 months or when the process changes

Revision History

Version	Date	Description of change	Approved by
1.0	Mar 2024	First issue	Ops Manager
1.4	May 2026	Updated cleaning schedule	Ops Manager

Uncontrolled when printed. Always check the shared drive for the latest version.

Contents

Purpose.....

Scope.....

Definitions.....

Roles and Responsibilities.....

Procedure.....

Personal Hygiene.....

Receiving and Storage.....

Preparation and Cooking.....

Cleaning.....

Records and Forms.....

3

3

3

3

4

4

4

4

4

Performance Indicators.....	5
Appendix A: Daily Opening Checklist.....	5
Appendix B: Daily Closing Checklist.....	5
Acknowledgement.....	6

Purpose

To ensure food is prepared, stored and served safely, protecting guests and staff and meeting food safety regulations.

Scope

Applies to all kitchen staff, stewards and delivery packers in all outlets and cloud kitchens.

Definitions

Term	Definition
FIFO	First in, first out — use older stock first
Danger zone	5 °C to 60 °C, where bacteria grow quickly
Cross-contamination	Transfer of harmful bacteria from one food or surface to another

Roles and Responsibilities

Role	Responsibilities
Executive chef	Owns the SOP and trains staff
Sous chef	Supervises daily checks
Kitchen staff	Follow hygiene and preparation steps
Stewards	Cleaning and waste management

Procedure

Personal Hygiene

1. Wear a clean uniform, cap and apron every shift.
2. Wash hands for 20 seconds before starting, after handling raw food and after using the washroom.
3. Cover cuts with waterproof dressings.
4. Report illness to the supervisor before the shift.

Receiving and Storage

5. Check temperature and packaging of deliveries.
6. Label all items with date received.
7. Store raw meat below cooked food in refrigerators.
8. Follow FIFO.

Temperatures

Chillers at 1–4 °C, freezers at –18 °C or below.

Preparation and Cooking

9. Use colour-coded boards for raw meat, vegetables and cooked food.
10. Cook food to safe core temperatures.
11. Cool food quickly and refrigerate within two hours.

Cleaning

12. Clean and sanitise work surfaces after each task.
13. Deep clean equipment daily as per schedule.
14. Empty and clean bins at the end of each shift.

Records and Forms

Record / form	Kept by	Retention
Temperature log	Sous chef	6 months
Cleaning checklist	Stewards	6 months
Training records	Executive chef	2 years

Performance Indicators

Indicator	Target	Frequency
Hygiene audit score	≥ 90%	Monthly
Temperature log completion	100%	Daily
Guest complaints on food safety	0	Monthly

Appendix A: Daily Opening Checklist

#	Check	Yes	No	Remarks
1	Hand-wash stations stocked	☐	☐	
2	Fridge and freezer temperatures recorded	☐	☐	
3	Work surfaces sanitised	☐	☐	
4	Staff in clean uniforms	☐	☐	
5	Pest-control traps checked	☐	☐	

Prepared by

Checked by

Appendix B: Daily Closing Checklist

#	Check	Yes	No	Remarks
1	Food covered and labelled	☐	☐	
2	Equipment cleaned	☐	☐	
3	Floors cleaned	☐	☐	

#	Check	Yes	No	Remarks
4	Bins emptied	☐	☐	
5	Gas and power switched off	☐	☐	

Prepared by

Checked by

Acknowledgement

I confirm that I have read and understood this document and will follow it.

Name and signature

Date