

Sanitation Standard Operating Procedure (SOP)

Location: _____	Prepared by: _____	Effective date: _____
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Purpose & scope. This procedure sets the cleaning, sanitizing, and contamination-prevention practices for all Cap't Loui staff — front of house (FOH) and back of house (BOH) — who receive, prep, cook, or serve food, or who handle utensils and equipment that contact food. All staff are trained on it and follow it every shift.

1. Personal hygiene & handwashing

- **Wash hands** at a designated handwashing sink with soap and warm water for at least 20 seconds, then dry with single-use towels.
- Wash before starting work and before putting on gloves; after using the restroom, eating, drinking, or smoking; after touching face, hair, or body; after handling raw seafood, trash, or chemicals; and after any task that could soil the hands.
- **No bare-hand contact with ready-to-eat food.** Use gloves, tongs, deli tissue, or utensils. Change gloves between tasks and whenever switching from raw to ready-to-eat.
- Keep nails short and clean; cover cuts with a bandage and a glove. Wear clean uniforms and aprons, restrain hair, and remove hand jewelry (a plain band is fine). Report illness to the manager and do not work with food while sick.

2. Clean first, then sanitize

- Cleaning removes food and soil with detergent and water; sanitizing reduces germs to safe levels. A surface must be cleaned before it can be sanitized — sanitizer does not work on a dirty surface.
- **Clean and sanitize food-contact surfaces** after each use, any time you switch between raw and ready-to-eat, and at least every 4 hours during continuous use.

3. Washing utensils & smallwares (3-compartment sink)

1. Scrape and pre-rinse off food debris.
2. Wash in detergent and water at 110°F or hotter (sink 1).
3. Rinse in clean water (sink 2).
4. Sanitize in sink 3 (see table); keep items fully submerged for the full contact time — do not rinse off the sanitizer afterward.
5. Air dry on a clean rack — never towel dry.

Sanitizer	Concentration	Min. contact time
Chlorine (bleach)	50–100 ppm	7 seconds
Quaternary ammonium (quat)	200–400 ppm	30 seconds
Iodine	12.5–25 ppm	30 seconds
Hot-water immersion	171°F or hotter	30 seconds

Verify concentration with the correct test strips at the start of each shift and every 2–4 hours; change the solution when it is dirty or weak.

4. Cleaning prep areas & food-contact surfaces

- Clear the area of food and tools, scrape/wipe off debris, wash with detergent solution, rinse, then apply sanitizer at the correct strength and let it stay wet for the full contact time (do not wipe it dry early).
- Store wiping cloths in a bucket of sanitizer between uses; keep separate cloths and buckets for raw and ready-to-eat zones.
- **Use color-coded cutting boards** (e.g., one for raw seafood, another for produce and ready-to-eat), sanitize boards between products, and replace any board that is deeply scored. Clean as you go and never let soil dry on a surface.

5. Cleaning prep equipment

- **Slicers, mixers, processors, blenders, can openers, scales, etc.:** unplug, disassemble removable parts, then wash–rinse–sanitize those parts in the 3-compartment sink and air dry.
- Wash, rinse, and sanitize fixed surfaces in place with a clean cloth and sanitizer; pay special attention to blades, guards, seams, and the can-opener blade. Reassemble only after parts are dry, then sanitize again before next use.
- Follow the manufacturer's instructions for any equipment-specific steps and disassembly.

6. Preventing contamination

- **Separate raw from ready-to-eat** at every stage — receiving, storage, and prep. Store raw seafood below and away from ready-to-eat food, and use dedicated boards, utensils, and surfaces or clean and sanitize between uses.
- Keep all chemicals and sanitizers labeled and stored below and away from food, utensils, and packaging — never above prep areas. Do not spray sanitizer near open food.
- Keep food covered and at proper temperature when not being worked; clean spills and remove trash promptly; keep floors, drains, and trash areas clean to discourage pests, and report any pest sighting.
- Use only clean, sanitized, intact equipment and smallwares; pull anything cracked, chipped, or damaged from service.

Approved by (Person in Charge): _____ Date: _____