PETPOOJA

SOP MANUAL

Restaurant Kitchen SOP Manual

Standard Operating Procedures for Indian restaurant kitchens. Food prep, cooking, cleaning, storage, safety, and waste management with FSSAI compliance built in.

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50+
SOP Items
Step-by-step procedures

8
Kitchen Areas
Prep to waste disposal

FSSAI
Compliant
Schedule 4 aligned

Daily
Checklists
Opening & closing

Photo
Proof Ready
Verification built in

01 Kitchen Opening SOP

What to do before the first order comes in

- [ ] **Turn on all equipment and check for faults** — Daily
  Burners, ovens, tandoor, deep fryers, grills, exhaust hood, refrigerator display. Log any equipment not working in the maintenance register.

- [ ] **Check refrigerator and freezer temperatures** — Daily
  Refrigerator: 1–4°C. Freezer: −18°C or below. Record in temperature log. If out of range, do not use stored food until temperature is corrected.
  Schedule 4, Part V, Clause 2

- [ ] **Inspect all prep stations for cleanliness**
  Wipe down all stainless steel surfaces with food-grade sanitiser. Check for leftover food from previous shift. No overnight items on prep counters.
  Schedule 4, Part I

- [ ] **Verify mise en place for the day's menu**
  Check prep list against expected covers. Confirm all sauces, marinades, and pre-cut vegetables are ready. Flag any shortages to the head chef before service starts.

- [ ] **Check gas connections and fire safety equipment** — Critical
  Inspect gas pipe connections for leaks (soapy water test). Confirm fire extinguisher is accessible and pin is intact. Check fire blanket near deep fryers.

- [ ] **Confirm staff attendance and assign stations**
  Cross-check with shift roster. Assign each cook to their station. Ensure at least one FoSTaC-trained supervisor is present.
  Schedule 4, Part II, Clause 1

- [ ] **Review yesterday's wastage log and feedback**
  Check what was wasted, why, and how much. Discuss with team. Adjust prep quantities if a pattern is visible.

02 Food Receiving & Storage SOP

From delivery truck to your storage area

Receiving Procedures

- [ ] **Inspect delivery vehicle for cleanliness and temperature** — Every delivery
  Chilled goods must arrive at 1-5°C, frozen at -18°C. Reject if vehicle is dirty, goods are at wrong temperature, or packaging is damaged.
  Schedule 4, Part V, Clause 4

- [ ] **Check expiry dates on every packaged item**
  Reject anything expired or within 7 days of expiry. Log rejected items with supplier name, item, and reason in the receiving register.

- [ ] **Weigh all items against the purchase order**
  Use a calibrated weighing scale. Record actual weight vs ordered weight. Report discrepancies to the purchase manager immediately.

- [ ] **Check quality: colour, smell, texture of fresh produce**
  Vegetables must be firm, no wilting. Meat must have no off-odour, slimy texture, or discolouration. Fish eyes must be clear, not cloudy.

- [ ] **Separate vegetarian and non-vegetarian items at receiving** — Critical
  Never place raw meat on top of or next to vegetables, even temporarily. Use separate trays or crates for transport to storage.

Storage Rules

- [ ] **Label every item: name, date received, use-by date**
  Use waterproof labels or masking tape + marker. No unlabelled containers in any storage area. Follow FIFO (First In, First Out).
  Schedule 4, Part V, Clause 3

- [ ] **Refrigerator shelf order: cooked on top, raw on bottom** — Critical
  Top shelf: ready-to-eat items. Middle: dairy, eggs. Bottom: raw meat, poultry, seafood. Prevents cross-contamination from dripping.
  Schedule 4, Part V, Clause 3

- [ ] **Dry storage: off the floor (minimum 15cm), away from walls**
  Use metal shelving. Never store directly on the floor. Keeps food safe from pests and moisture. Rotate stock weekly.
  Schedule 4, Part V, Clause 1

- [ ] **Separate storage for cleaning chemicals**
  Never store detergents, sanitisers, or pest control chemicals near food. Use a locked cabinet or separate room.
  Schedule 4, Part V, Clause 1

03 Food Preparation SOP

Safe handling from raw ingredient to ready-to-cook

- ✓ **Wash hands before starting any food preparation** — Every time
  20 seconds with liquid soap under running water. Dry with disposable paper towels. Repeat after touching raw meat, using the restroom, or handling waste.
  Schedule 4, Part II, Clause 3

- ✓ **Use separate cutting boards for veg and non-veg** — Mandatory
  Colour-coded boards recommended: green for vegetables, red for raw meat, blue for seafood, white for dairy/bread. Sanitise after each use.

- ✓ **Wash all fruits and vegetables under running water before use**
  Soak leafy greens in potassium permanganate solution (1 crystal per 5 litres) for 10 minutes. Rinse thoroughly.
  Schedule 4, Part III

- ✓ **Thaw frozen items in the refrigerator, not at room temperature**
  Plan ahead. Move frozen items to refrigerator 12–24 hours before use. Never thaw on the countertop. Never refreeze thawed food.
  Schedule 4, Part V

- ✓ **Marinate meats in the refrigerator, not on the counter**
  Marinades with raw meat must be discarded after use. If you want to use marinade as sauce, reserve a portion before adding raw meat.

- ✓ **Keep prepared food covered at all times**
  Use food-grade cling film, lids, or containers. No open containers on prep stations. Prevents contamination from dust, insects, and cross-contact.
  Schedule 4, Part III

- ✓ **Discard any food left in the danger zone (5–63°C) for over 2 hours** — Critical
  Set timers for items at room temperature. If unsure how long something has been out, discard it. No exceptions.

- ✓ **Taste food with a clean spoon, never with fingers or used utensils**
  Use the two-spoon method: ladle into a clean tasting spoon. Never dip a tasting spoon back into the pot.

Cross-Contamination is the #1 Risk

Using the same knife for raw chicken and salad vegetables is the most common cause of foodborne illness in Indian restaurants. Colour-coded equipment and strict handwashing between tasks prevent this.

04 Cooking & Hot Holding SOP

Safe cooking temperatures and holding procedures

- ✓ **Cook poultry to internal temperature of 74°C or above** — Critical
  Use a probe thermometer. Insert into the thickest part. Wait for a stable reading. Clean and sanitise the probe between uses.
- ✓ **Cook minced meat and kebabs to 68°C or above**
  Ground/minced items need higher temperatures because bacteria are mixed throughout, unlike whole cuts.
- ✓ **Cook seafood to 63°C or above**
  Fish should flake easily with a fork. Shellfish shells should be open. Discard any shellfish that remain closed after cooking.
- ✓ **Hold hot food at 63°C or above in bain-marie or hot case** — During service
  Check temperature every 30 minutes during service. If food drops below 63°C, reheat to 74°C or discard.
  Schedule 4, Part V
- ✓ **Reheat leftover food to 74°C before serving**
  Only reheat once. If not consumed after reheating, discard. Never add reheated food to fresh batches.
- ✓ **Check cooking oil TPC before each frying session** — Before use
  Use a portable TPC meter. Oil must not exceed 25% Total Polar Compounds. If dark, thick, foaming, or smells rancid, discard immediately.
  FSSAI Order 24-Jul-2018
- ✓ **Never leave cooking unattended on active burners**
  Assign a cook to every active station. Unattended cooking is the top cause of kitchen fires in Indian restaurants.

Get a Probe Thermometer

A digital probe thermometer costs ₹500–1,500 and is the single most important food safety tool in your kitchen. Visual checks ('it looks done') are unreliable. Temperature is the only way to confirm food is safe to serve.

05 Cleaning & Sanitisation SOP

Keeping every surface safe for food contact

During Service

- ✓ **Wipe down prep surfaces after each task**
  Use a clean cloth with food-grade sanitiser. Separate cloths for different areas. Never use the same cloth for floor and countertop.
  Schedule 4, Part I

- ✓ **Clean spills immediately**
  Oil on the floor = slip hazard. Food on the counter = contamination risk. Clean as you go, not at the end of service.

- ✓ **Change sanitiser solution every 2 hours**
  Sanitiser loses effectiveness over time. Prepare fresh solution from concentrate. Follow dilution ratio on the label.

- ✓ **Empty waste bins when 3/4 full, not at end of day**
  Overflowing bins attract pests and create hygiene risks. Wet waste bins in the kitchen should be emptied at least every 2 hours during service.
  Schedule 4, Part I, Clause 3

End of Day Deep Clean

- ✓ **Scrub all cooking equipment: burners, grills, fryers, tandoor**
  Remove grease buildup. Soak removable parts. Use appropriate cleaning agents for each surface type (steel, cast iron, non-stick).

- ✓ **Clean and sanitise all cutting boards**
  Scrub with hot soapy water. Sanitise with diluted bleach solution. Air dry standing upright. Replace cracked or deeply grooved boards.

- ✓ **Mop entire kitchen floor with disinfectant**
  Move all portable equipment. Clean under counters and behind equipment. Pay special attention to corners and drains.
  Schedule 4, Part I, Clause 1

- ✓ **Clean all drains and remove food debris**
  Remove drain grates. Clear trapped food. Flush with hot water. Replace grates. Blocked drains attract cockroaches and create odour.
  Schedule 4, Part I, Clause 3

- ✓ **Clean exhaust hood filters weekly** Weekly
  Remove filters. Soak in degreaser solution. Scrub and rinse. Replace when filters are damaged. Grease-laden filters are a fire hazard.

- ✓ **Sanitise door handles, light switches, and taps**
  High-touch surfaces harbour bacteria. Clean with sanitiser-soaked cloth at end of every shift.

06 Staff Hygiene & Uniform SOP

Every person who enters the kitchen

- ✓ **Wear clean uniform, apron, and hair net before entering kitchen** — Daily
  No loose clothing, jewellery, watches, rings, or nail polish. Nails trimmed short. Beard net for staff with facial hair.
  Schedule 4, Part II, Clause 3

- ✓ **Wash hands at the handwashing station before starting work** — Mandatory
  Station must have: running water, liquid soap, paper towels or air dryer, hand sanitiser, and a poster showing correct handwashing technique.
  Schedule 4, Part II, Clause 3

- ✓ **Change gloves between handling raw meat and other food**
  Gloves are not a substitute for handwashing. Wash hands before putting on new gloves. Discard gloves after each task.

- ✓ **Report illness, wounds, or skin infections to supervisor**
  Fever, diarrhoea, vomiting, jaundice, sore throat, or infected wounds = immediate exclusion from food handling. Document in the health register.
  Schedule 4, Part II, Clause 2

- ✓ **No eating, drinking, or using mobile phones in the kitchen**
  Designate a separate break area. Phones carry bacteria and are a distraction during cooking.
  Schedule 4, Part II, Clause 3

- ✓ **Visitors and delivery staff must not enter the kitchen**
  Receiving area separate from the kitchen. Delivery staff hand over at the designated receiving point only.
  Schedule 4, Part II, Clause 4

- ✓ **Keep annual medical fitness certificates on file for all staff** — Annual
  From a registered medical practitioner. Tests for TB, skin diseases, and communicable diseases. Inspectors check these during audits.
  Schedule 4, Part II, Clause 1

07 Waste Management SOP

Wet waste, dry waste, cooking oil, and biomedical waste

- ✓ **Separate wet waste and dry waste in colour-coded bins** — Daily
  Green bin: wet/food waste. Blue bin: dry/recyclable waste. Follow local municipal corporation rules for segregation. Lined with disposable bags.
  Solid Waste Management Rules 2016

- ✓ **Remove wet waste from kitchen at least twice during service**
  Wet waste decomposes quickly, attracts pests, and creates odour. Move to the external waste collection point after each service period.

- ✓ **Discard used cooking oil through FSSAI's RUCO programme**
  RUCO (Repurpose Used Cooking Oil) authorised collectors convert used oil to biodiesel. Never pour used oil down the drain. Contact FSSAI for nearest RUCO collector.
  FSSAI RUCO Initiative

- ✓ **Maintain a waste disposal register with daily entries**
  Record: date, waste type, approximate quantity, disposal method, collector name. Keep receipts from waste collection agencies.

- ✓ **Clean waste storage area daily with disinfectant**
  External waste storage must be away from the kitchen entrance. Paved surface, drainage, and covered bins. Cleaned after every collection.

- ✓ **Grease trap: clean weekly, professional service monthly** — Weekly
  Grease traps prevent oil and food solids from entering municipal drains. Most city corporations mandate grease traps for commercial kitchens.
  Schedule 4, Part I, Clause 3

08 Kitchen Closing SOP

End-of-day procedures before locking up

- ✓ **Turn off all gas burners, ovens, tandoor, and grills** — Critical
  Close the main gas valve (not just individual burner knobs). Verify no pilot lights are left on. This is the #1 safety step.
- ✓ **Store all leftover prepared food in labelled, sealed containers**
  Label: item name, date, time stored. Place in refrigerator within 30 minutes of service ending. Discard anything left at room temperature for over 2 hours.
- ✓ **Complete the end-of-day deep clean (Section 05)**
  All equipment, surfaces, floors, drains, and bins. Follow the deep clean checklist items from Section 05 of this manual.
- ✓ **Record refrigerator and freezer temperatures in the log** — Daily
  Evening reading. Compare with morning reading. If temperature rose during the day, investigate. Overloaded refrigerator is the usual cause.
  Schedule 4, Part V, Clause 2
- ✓ **Inspect for pest signs: droppings, gnaw marks, dead insects**
  Check behind equipment, under sinks, inside dry storage, near drains. If signs found, call pest control operator immediately.
  Schedule 4, Part IV
- ✓ **Secure all entry points: doors, windows, drain covers**
  Close all doors and windows. Ensure PVC strip curtains are intact. Cover all floor drains with pest-proof grates. Pests enter at night.
- ✓ **Lock chemical storage cabinet**
  Cleaning chemicals, sanitisers, and pest control products must be locked away. Prevents accidental contamination and theft.
- ✓ **Complete the daily wastage log**
  Record: item wasted, quantity, reason (expired, overproduction, plate waste, spoilage). Review weekly for trends. This data directly impacts your food cost.
- ✓ **Hand over shift notes to the next day's opening team**
  Note: equipment issues, low-stock items, pending tasks, any incidents. The morning shift should not start with surprises.

The 15-Minute Rule

A proper kitchen closing takes 45-60 minutes after the last order. If your team is rushing through closing in 15 minutes, steps are being skipped. That is where compliance gaps and food safety incidents come from.

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This checklist is provided by Petpooja for informational purposes. Verify all compliance details with official sources before acting.

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