Standard Operating Procedure

Handwashing

Policy: All food production and service personnel will follow proper handwashing practices to ensure the safety of food served to customers.

Employees must wash their hands and exposed portions of their arms immediately prior to engaging in any food preparation activity, including working with exposed food, clean dishware and equipment, single-use items, and:

- Before leaving the restroom and after returning to food or beverage preparation or service
- After coughing, sneezing, using tobacco, eating or drinking
- When switching between working with raw and ready-to-eat foods
- After touching unclean, exposed skin or body parts
- Before handling or putting on single-use gloves
- After handling trash, soiled equipment or utensils
- During food preparation as often as necessary to remove soil and contamination
- After any activity which may contaminate the hands

Procedure: All employees in the restaurant must their wash hands using the following procedure:

- Wash hands, under the fingernails and forearms vigorously and thoroughly with soap and warm water for a total time period of 20 seconds.

  1. Wet hands using warm, running water at a designated hand sink
  2. Using a soap dispenser, add hand soap to hands
  3. Lather soap between fingers, on hands and up forearms vigorously and thoroughly for 20 seconds. Use a sanitary nail brush to remove dirt from under fingernails.
  4. Rinse lathered hands and forearms with warm, running water

- Dry hands with single use disposable towels or a mechanical hand dryer
- Turn off faucets using a paper towel to prevent recontamination of clean hands

Restaurant manager responsibility:
- Monitor employee handwashing activity to ensure proper procedure is followed. Retraining will occur as necessary.
- Ensure adequate supplies are available to conduct proper handwashing
- Maintain a housekeeping log for handwash station

Employee Signature: _____

I understand the above and agree to uphold this policy