



Standard Operating Procedures

The LEAP Kitchen Standard Operating Procedures serve as a working guide for users in regards to food safety, sanitation, and equipment use. This guide is not comprehensive, and is subject to change. It is up to the user to maintain all standards of sanitation and food safety relevant to their specific business - it's just good business sense. What follows includes an outline of the most important points from both the FDA Good Manufacturing Practices (pertains to wholesale producers) and the Virginia Food Laws (pertains to direct sales, catering, farmer's markets, etc.). For a more complete guide, you may access the complete version of either document online:

VA Food Laws:

<http://law.lis.virginia.gov/vacode/title3.2/chapter51/>

Good Manufacturing Practices:

<http://www.fda.gov/Food/GuidanceRegulation/CGMP/ucm110877.htm>

Personnel

- User should practice good personal hygiene, including frequent handwashing and wearing clean clothes
- User should remove any clothing or jewelry that may come into contact with or fall into food
- User should wear gloves when handling ready-to-eat food, and cover hair with cap, tie, or hair net
- User should wash hands after visits to the toilet, between tasks, and after handling raw meat, poultry, seafood, and eggs, or any surface that may harbor contaminants (including your face, door handles, cell phones...)
- User should wash hands in hand washing sink, not dishwashing sink or food prep sink
- User should not handle food if sick or struck with any foodborne illness, or has any open cuts or lesions

Facility

- Smoking, tobacco, and illegal drugs are not allowed on the premises at any time. This includes on the back covered patio
- Live animals are not allowed on the premises at any time
- Floors, tables, equipment, and other food contact surfaces should be cleaned and sanitized after every use
- Walls and other surfaces that don't have direct contact with food products should be kept clean as necessary

- Cleaning supplies and other toxic materials should be stored in a manner that keeps them safe from food production areas
- Cleaned, dried small wares and tools should be stored safely away from food products in order to be kept clean for use
- Any broken equipment or building maintenance issues should be reported to LEAP staff as soon as possible to avoid delays or unsafe conditions
- Facility grounds should stay free from loose garbage or litter to avoid animals and contaminants
- Personal drinks and snacks should be consumed in the community room during breaks. No snacking in the Kitchen. Drinks may be allowed if they have a lid and straw, and are stored below any food prep areas.
- All garbage should be bagged and placed in proper receptacles

Equipment

- User should follow all safety and use protocols with facility equipment. Failure to do so could result in injury, loss of product, breakage, delays, and loss of ability to use equipment
- Equipment should be cleaned after every use as thoroughly as all surfaces and workstations
- User should regularly check thermometers of coolers and freezers to ensure proper function and safe temperatures. Ensure after every use that doors are closed

Food Safety

- All tools, surfaces, utensils and equipment should be properly cleaned and sanitized before starting any task
- User should identify critical control points in their production process and plan time and temperature controls accordingly for each item produced (HACCP plan)
- All raw food products should be properly stored to protect against cross-contamination
- Reference “Prevent Cross Contamination” worksheet before storing any potential hazardous food
- Stored foods should be tightly covered, dated, and labeled between uses, as well as kept separate from products of other users
- All raw meat, poultry, and seafood products should be stored below cooked products to protect against cross-contamination
- All products should be kept at the proper temperature before processing
- Foods should be kept at their proper temperatures and out of the “danger zone”: refrigerated foods below 41 degrees, frozen foods below 32 degrees, and hot foods above 135 degrees
- Hot finished products should be cooled to the “safe zone” as quickly as possible, and vented to allow steam to escape. Cool food from 135 to 70 degrees within two hours, then to 41 degrees within another 4 hours
- Ingredients and products should not be stored with utensils in them

Dish Washing

- Utilize 3 compartment system for washing all dishes and follow posted directions

- Warm soapy water in one sink, rinse basin in the middle, and room temperature sanitizer solution in the third sink
- Utilize test strips to ensure proper levels of chemicals are used
- Replace soap and sanitizer water after another user is finished
- Allow cleaned items to air dry rather than towel dry
- When finished with the sinks for the day, empty, rinse, and wipe down all three compartments. Remove any food debris from the drains

The Kitchen Equipment Usage

Hobart Mixer

- Bowl and attachments should be cleaned after each use and properly stored
- When changing speeds on the mixer, always turn machine off and let it come to a complete stop, then change speeds. Do not change speeds while machine is running.
- Keep hands and other body parts away from moving arm of the mixer, and do not reach into the bowl until all movement has stopped.
- When finished, wipe down mixer on all sides, wipe down mixer stand

Range

- Follow listed instructions as well as directions given during Facility Orientation
- If pilot lights are out: make sure gas is turned on and light all 6 pilot lights on the range, as well as the oven pilot. Oven pilot is lit by removing guard on bottom front of oven, holding primer (small red button on the device), and lighting pilot (press long red button to the left)
- Do not use oven without all pilots, including oven, lit
- Clean after every use, removing crumbs and spilled food and wiping off
- Clean with wet and soapy cloth, do not use steel wool or other abrasive tool on stainless steel
- Regularly remove and clean grates for each burner
- Avoid flammable chemicals around range

Ovens

- Follow listed instructions as well as directions given during Facility Orientation
- Clean spills and remove any spilled food after every use
- Do not spray water into oven at any time
- Wipe down regularly with wet, soapy cloth. Do NOT use steel wool or other metal or abrasive tools

Trash

- Always put a liner in can for each production session; do NOT put trash in unlined can.
- After each production session, take trash out to dark blue bin in alley
- Similarly, take all recyclables (mixed or "single stream") out to light blue bin in alley. Do NOT put recyclables in a bag.
- Put compostable food scraps in the provided bucket in the walk-in cooler.
- Dispose of waste oil in the proper receptacle outside next to the shed.