

HYGIENE & SANITATION

Hygiene and sanitation are intrinsic and important of the food production. These not only create a good place of working but also help in maintaining quality of food. Therefore proper hygiene and sanitation of staff kitchen and equipment must be maintained. Special attention should be give to personal hygiene and cleanliness of kitchen. The following points are only a broad base for maintaining hygiene and sanitation.

PERSONAL HYGIENE

1. Staff should be in a fresh and clean set of uniform everyday.
2. Staff should be told to have short, well groomed hairs and nails.
3. Staff should put on proper and clean kitchen shoes and cap to avoid hair falling in food.
4. Periodic medical / health check-up of food handling staff should be done.
5. Staff should wash hands before starting work. For this washing sink, soap, a towel and drier should be provided.
6. Staff briefed on maintaining personal hygiene and its importance for themselves.
7. Non smoking order to be followed by all in the kitchen.
8. A first aid kit to be available in he kitchen.

KITCHEN HYGIENE AND SANITATION

1. The ceiling of the kitchen should be minimum 10 feet high.
2. The kitchen should be well lit and ventilated.
3. The flooring should be of non skid surfaces.
4. Pest-o-flash should be installed.
5. Bathroom and garbage room should be away from the production area.
6. A pest control agency should be employed.
7. Fire extinguishers must be available.
8. All hoods and exhaust fans to be cleaned periodically.
9. All floors should remain clean and dry.
10. Hot and cold running water should be available.
11. Swinging doors to be provided at entry and exit of the kitchen.
12. All cold stores to have automatic locking doors. Alarm bell should be fixed.
13. All equipment and tables to remain always clean.
14. All kitchen accessories should be washed with detergent everyday.
15. Dust bins should be periodically emptied and kept covered.
16. Garbage room to be kept closed.
17. All walls ceilings air vents light fixtures counter taps and other surfaces must be free from dust and be in good repair.
18. Automatic dishwasher must be equipped to sterilize cutlery, crockery and glassware etc.
19. Leftover food to be stored well covered and at proper temperatures.
20. Cold stores should maintain proper temperatures.
21. All kitchen drains should be clear, clean and kept covered.
22. All mise-en-place trays should be kept covered with cling wrap.
23. All cooked and semi-cooked food should be kept covered.

DAILY ROUTINE (CHECK LIST)

Date _____

Sl. No.	Particulars	Remarks
1.	Staff Attendance A) Have al the staff members reported for duty as per the roster? B) Are all the sections properly manned? C) Are there any cases of mutual change of duty without proper permission? D) Are there any staff members on overtime without proper approval?	

2. Hygiene and Grooming
 - A) Have all the kitchen areas been washed thoroughly and the garbage bins emptied?
 - B) Are all the staff members in their proper uniforms?
 - C) Are the uniforms clean and well kept?
 - D) Have all the male staff members shaved, hair properly groomed and nails cut?
 - E) Ensure that the female staff are not using lot of cosmetics and not wearing excessive jewellery?
 - F) Are all the staff members wearing their name badges with designation?

3. Inspection of Kitchen Utensils / Equipment
 - A) Are all the equipment in working order?
 - B) Are all the utensils clean?
 - C) Are the temperatures of all cold stores properly maintained?
 - D) Are all the kitchen hoods and exhaust fans clean?

4. Mise-en-place
 - A) Are all the sauces, soups and garnishes etc., ready?
 - B) Have the days special dishes been announced?
 - C) Have the not-available items been indicated on the display board?
 - D) What efforts are being made to make the items available?
 - E) Have the items for the regular buffets groups and special parties been listed?
 - F) Has the Tandoor been lit?
 - G) Have all the service-wares been kept ready for the service?

5. Receiving and Storage
 - A) Has the receiving clerk reported for duty?
 - B) Has the Chef earmarked for receiving reported for duty? If not the name of the alternate Chef to be announced.
 - C) Are all the storage racks and bins kept ready for fresh supplies?
 - D) Has the person earmarked for the collection of provision items reported in the stores?
 - E) Have all the storage areas been washed and cleaned?
 - F) Have all the indents and requisitions for provision and fresh supplies been prepared for the next day?

STAFF STANDARDS

1. Kitchen staff shall be able bodied having acceptable physical appearance.
2. Staff will be groomed in a hygienic and pleasant manner.
3. While on duty the staff will always be in full uniform - clean, ironed and well kept.
4. Uniform for the kitchen staff shall be Chefs Coat, white/checkerpants, Scarf, Chefs cap, white apron, Black shoes.
5. While on duty the staff shall always be with name plates clearly mentioning their designation.

SPEECH AND LANGUAGE

1. Staff will be able to converse fluently and clearly in local language and English. If possible they should always be able to read K.O.T.
2. Staff will always speak politely with their colleagues and guests (while coming in contact with them).
3. Staff will only use descent and parliamentary language in dealing with their superiors, colleagues, guests, suppliers and any other person while they are on duty.

TECHNICAL KNOWLEDGE

1. Staff will have thorough knowledge of recipes, garnishes and serving standards of the food. All staff members should be able to explain the contents and methods of preparation of the dishes to the guests whenever desired. All the departmental heads will ensure the above with their staff.

2. Staff should be able to cook the food as per the laid down standards and no deviation from it shall be allowed.
3. Staff will have sufficient general knowledge of the organisation as well as the other local foods so that they should be able to cook when they are required to do so.

MISCELLANEOUS

1. All food handling staff will undergo a thorough medical check-up once a year or as directed by the local health authorities.
2. Staff will report for duty in full kitchen uniform to the departmental head at the time specified on the duty roster.
3. Staff will abide by standing orders of the establishments.
4. Staff will not indulge in either personal or business gossips or operational arguments in the kitchen or speak so loud as to disturb the other staff members or annoy the guests.
5. Staff will keep calm in case of accidents, unusual events of day-to-day nature of business operation while on duty.
6. Staff will always be courteous and co-operative to their colleagues.
7. Staff will seek permission of their seniors before going off duty.
8. Staff will not indulge in any type of commercial venture while on duty.
9. Staff will not indulge in any type of pilferage and misuse of the food material while on duty.
10. Staff will strictly follow the instructions given to them while using the kitchen equipment and machines.