Blue Ridge Food Ventures
Standard Operating Procedures (SOP's) as of July 2011

* MSDS Sheets (what to do if you get cleaning chemicals on your skin, or swallow them) are in Yellow Box on Wall outside the Wet Kitchen. *

General Guidelines

Personnel

1. Wear clean clothes that will protect from burns and other injuries. Remove jewelry before coming in to the facility. Earrings, studs, bracelets, rings etc….may fall into products or not be thoroughly cleaned and therefore harbor food particles/bacteria. They may not be worn while in the production areas.
2. Wear closed toe & heel, skid-proof shoes.
3. Store personal goods in break room or in your car, NOT in the kitchen. No back-packs or jackets or purses in the kitchen or wherever food is being processed.
4. Wear, in an effective manner, hair nets, headbands, caps, beard covers, or other effective hair restraints that will keep loose hairs out of food products, or be caught in machinery.
5. Wear a clean apron or chef's jacket to cover outside clothes. Remove apron when leaving the building such as taking out trash, and going to the rest room.

Equipment and Facility

1. Do not leave outside doors (front or back) open unless you are ACTIVELY bringing in/removing items. Open doors allow insects, birds and rodents to enter the facility.
2. Do not prop open or allow swinging doors to individual kitchens to stay open.
3. **Use only the BRFV Dumpster**, located down the parking lot from the main doors of BRFV. DO NOT USE ANY OTHER DUMPSTER ON THE PROPERTY.
4. **No cardboard or boxes** are to be put in the BRFV dumpster. There is a cardboard recycling dumpster around the other end of the building.
5. Turn off heating or air-conditioning in the kitchens and all lights in the building if you are the last to leave. **Failure to do so will result in a $50 fine**.

Storage

1. **Dry Storage—Cages and Pallet Storage**. All items/areas (shelves, cages, pallets) must be clearly identified and labeled with the User's name. Opened food items must be stored tightly covered in containers labeled with the container's contents. All items must be on pallets or otherwise off the ground at least 6 inches for items on moveable shelves, 12 inches if they are on permanent racks. The areas around stored items must be kept scrupulously clean, swept and mopped as often as needed, but at least once a month.
2. **Cooler/Freezer Storage**: All items (shelves, cages, pallets) must be clearly identified and labeled with the User's name. Food items must be stored tightly covered. Keep in mind sanitation guidelines that dictate raw meats, poultry, fish, seafood and eggs on bottom shelves of coolers. Clean and **sanitize** your storage shelves at least once a month. Mop area **immediately** if there are any spills or leakages.

Getting Started and Signing-In

1. Look at the white-board to see which production area you are assigned to
2. Pick up a Production Sheet and SIGN-IN at start of set-up (date, names of user & workers, time—circle am/pm).
3. Bring needed supplies to set up your work space. Be sure you have garbage bags, hair nets and aprons, cleaner, and sanitizer in spray bottles. Remember that effective hair restraints are required by both health department and FDA rules and no one is allowed in the production areas when production is going on without them.
4. Go to your assigned production area and fill in the **Facility Checklist** on the back side of the Production Sheet--to report on the condition of the kitchen as you found it.
5. Wash hands, fill up wash, rinse and sanitize sinks. Check the strength of your sanitizing solution frequently with test strips.
6. Sanitize all equipment that you will be using. This is for YOUR protection.
7. Set up your work area in the most efficient way. Be aware that other producers may be coming in later and so you must be prepared to shift to share.

During Production

1. Do not allow swinging doors to stay open, even if they want to. This is a violation of health department and FDA rules.
2. Carefully follow operating guidelines for each piece of equipment. Instruction books are in each kitchen. IF you are using a piece of equipment for the first time or for a new use, you must get instruction from the Director or representative.
3. Be sure to turn on hood exhaust fans BEFORE starting up any gas-fired equipment. Don't forget to turn them off either. They suck valuable energy out of the kitchen.
6. Each kitchen has a two-compartment prep sink and a three-compartment sink. The prep sink is only for washing fresh produce and meats (sanitize thoroughly in–between uses); the 3-compartment is only for ware washing, not food washing.
7. Keep spray bottles of cleaners or covered drinks on the shelf **below** the work table, or on the shelves near the sinks, never on the same level, or above food prep areas. Same for radios.

Cross Contamination

1. To avoid the chances of cross-contamination, workers should NOT walk through the other kitchens.
2. Be especially careful of cross-contamination when more than one production is going on in the same kitchen.

At the Close of Production

1. Break down and **clean each piece of equipment** used according to guidelines in the instruction book in each kitchen. Be sure to check adjacent equipment and walls for splashes and spills. If you used the fryer, be sure to clean the walls and hoods around the fryers.
2. Certain pieces are to be left partially broken down (Simplex filler; steam kettle valves; range shelves, etc…) see notes around each piece of equipment and in instruction manuals to see how to break down and clean the equipment you have used.
3. Clean & sanitize **all sinks** in the kitchen. Be sure to clean the walls above & around the sinks.
4. Clean & sanitize **every place that hands have touched**—handles to refrigerators and ovens, faucet & sprayer handles, light switches….
5. Clean & sanitize BOTH SIDES of all doors into & out of kitchen.
6. Return everything to its original place. If you removed racks from ovens, be sure to put back.
7. No food is to be left in the reach-in coolers in the kitchen at the end of your processing. It will be thrown away. All foods are to be stored, properly labeled, in the walk-ins. **Nothing is to be stored on floors**.
8. Remove all trash bags to BRFV dumpster—outside and to the right of the main door. Do not put cardboard in the BRFV dumpster. The recycling dumpster for cardboard is around the back of the building. Please ask for directions.
9. Rinse & scrub trash cans in the mop room. Return clean trash cans to kitchen. **Do not put new bags in so that the next person can see that they are clean.**
10. Sweep and mop floors in facility areas that you were using. To help keep floor drains in the 2 main kitchens running well -- **empty your mop water into floor drains.** This will send some degreaser down the drains each time. Be sure to mop up any spills around the drains of course.
11. Any standing water is a place for germs to grow. The areas under the 3-compartment sinks in both kitchens present problems in this area. **Users are responsible to insure that there are no puddles of water anywhere in the kitchen at the end of their shifts—especially under those sinks. U**se the sponge mop and/or squeegee to push all that water under the sinks into the floor drains. BE sure not to leave ANY SCRAPS of food particles on the drain grates.
12. Another reminder about mopping—you should be mopping **with clean, hot soapy water**. Once your mop water starts to look brown, you should go replace it, cleaning out your mop at the same time. ***Slopping dirty water around the floor is NOT floor cleaning.***
13. Back in the mop room, clean and rinse mop and mop bucket, **wring out mop,** and hang to dry.

If there are others working in the same space, check with them to be sure you have fulfilled your cleaning and sanitation responsibilities before leaving.

Last Check

1. **Turn off the heat/AC in your kitchens/processing areas. Failure to do so will cost you $50.**
2. **Turn out ALL LIGHTS in the facility if you are the last to leave.**
3. **IF you used the break room or rest rooms, be sure they are in good condition—emptied trash cans, cleaned table, etc…**
4. **Return all carts/pallet jacks, carts, to the Parking Lot by the front door.**
5. **Complete the Production Sheet—be sure to circle ALL equipment that you used, in both kitchens. Fill in the amount of production and value of goods produced.**
6. **Slip the Production Sheet under the Director's door.**
7. **Take your cardboard out to be recycled**.

Clarification On What Constitutes Proper Attire For A Food Manufacturing Facility.

There are two main concerns here:

- Protection of workers in kitchens from burns, cuts and other injuries.
- Protection of food products from contamination, both yours and others working in the same kitchen.

Requirements

· Wear clean clothes every day—and a clean apron or chef's jacket on top of street clothes. Remove the apron or jacket before going to the restroom, on lunch breaks or out of the building,

· Wear long pants, loose ones are better in case hot liquids or grease spill, they will not stick to your skin. No shorts or skirts that expose bare legs.

· Sturdy, closed toe/heel, non-slip shoes that will protect against dropped knives, blades, slipping.

· Wear shirts with at least short sleeves, not cap sleeves, preferably longer. No sleeveless tops or tank tops. This is to protect from burns, and prevent body hair, sweat and bare skin contaminating food or food contact surfaces.

· Remove all jewelry (including visible body piercing jewelry) before entering kitchen. Plain wedding bands are ok. Reason - jewelry can drop in food, rings on hands can get dirty, caked with food and harbor pathogens.

· All hair must be pinned up and restrained in hair nets or cap. Hair should not hang down below a cap, or scarf, or hat. A scarf alone is not enough unless all hair is pinned up securely. A hair net under the scarf or cap is an effective restraint.

· Beard nets are required for men that are not clean shaven.

· Clothing and personal belongings, purses, backpacks, bags are not to be stored in production areas, but in the break room or in your car.

Thanks!!