

Hand Washing Standard Operating Procedure

Purpose

- To prevent foodborne illness by contaminated hands.

Scope

This procedure applies to anyone who handles, prepares, and serves food.

Key Words

Handwashing, Cross-Contamination

Instructions

1. Train Food Service staff on using the procedures in this SOP.
2. Follow State or local health department requirements.
3. Post handwashing signs or posters in a language understood by all foodservice staff near all handwashing sinks, in food preparation areas, and restrooms.
4. Use designated handwashing sinks for handwashing only. Do not use food preparation, utility, and dishwashing sinks for handwashing.
5. Provide warm running water, soap, and a means to dry hands. Provide a waste container at each hand washing sink or near the door in restrooms.
6. Keep handwashing sinks accessible anytime employees are present.
7. Wash hands:
 - Before starting work
 - During food preparation
 - When moving from one food preparation area to another
 - Before putting on or changing gloves

- After using the toilet
 - After sneezing, coughing, or using a handkerchief or tissue
 - After touching hair, face, or body
 - After smoking, eating, drinking, or chewing gum or tobacco
 - After handling raw meats, poultry, or fish
 - After any clean up activity such as sweeping, mopping, or wiping counters
 - After touching dirty dishes, equipment, or utensils
 - After handling trash
 - After handling money
 - After any time the hands may become contaminated
8. Follow proper handwashing procedures as indicated below:
- Wet hands and forearms with warm, running water at least 85°F and apply soap.
 - Scrub lathered hands and forearms, under fingernails, and between fingers for at least 20 seconds. Rinse thoroughly under warm running water for 5-10 Seconds.
 - Dry hands and forearms thoroughly with single-use paper towels.
 - Dry hands for at least 30 seconds if using a warm air hand dryer.
 - Turn off water using paper towels.
 - Use a paper towel to open the door when exiting the restroom.

Monitoring

1. Kitchen Lead will visually observe the handwashing practices of the Food Service staff during all hours of operation.
2. The Kitchen Lead will visually observe that handwashing sinks are properly supplied during all hours of operation.

Corrective Action

1. Retrain any Food Service staff found not following the procedures in this SOP.

2. Ask Food Service staff that are observed not washing their hands at the appropriate times or using the proper procedure to wash their hands immediately.
3. Retrain Food Service staff to ensure proper handwashing procedure.

Verification and Record Keeping

- The Kitchen Lead will complete the Food Safety Checklist daily to indicate that monitoring is being conducted as specified. The Food Safety Checklist is to be kept on file for a minimum of 3 years.

Date Implemented _____ By _____

Date Reviewed _____ By _____

Date Revised _____ By _____