

Department Standard Operating Procedure

Target Group: Food Service Caregivers	SOP Number: FSS_SOP_563 Version: 1	Date of Issue: 05 May 2015	Date of Review: Date(s)
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Purpose

To safely clean and disinfect the buffalo chopper as per manufacturer guidelines, preventing risk of accident during the process.

Standard Operating Procedure

1. Cleaning Procedures:

- 1.1. Ensure that the machine electric plug is switched off when not in use.
- 1.2. Machine should be wiped with a damp cloth and dried at the end of each day.
- 1.3. The bowl, knives and any attachments used should be removed and washed after each operation.
- 1.4. Unplug the socket from the electric plug.
- 1.5. Unlatch, raise and lift off bowl cover.
- 1.6. Remove comb.
- 1.7. Carefully turn knife shaft so that knives are in a horizontal position.
- 1.8. Loosed and remove hand knob and carefully slide knife unit off of shaft.
- 1.9. Knife unit does not need to be disassembled for cleaning.
- 1.10. To remove bowl rotate it clockwise to its stop and lift it from bowl support.
- 1.11. The removed components should be thoroughly washed and rinsed in a sink.
- 1.12. The attachment hub should also be cleaned. Remove thumb screw, remove attachment hub and cover. Replace cover and thumb screw.

2. Assembling the buffalo chopper:

- 2.1. When reassembling, ensure that leader knife (beveled one side only) is nearer to the motor and the slot in knife hub is aligned with notch in shaft.
- 2.2. Reassembly is a reversal of disassembly.
- 2.3. Plug the socket in once cleaning is performed.

Oversight and Responsibility

1. Food Service provider's General Manager, Executive Chef, Chief Steward, Service Delivery Manager and HSEQ Manager to ensure all caregivers are trained and followed this SOP as per the FSMS standards.
2. Hygiene Quality Specialist, Production Quality Manager, Operations Quality Manager and Director Food Services to ensure the policy is regularly updated and communicated to the food service provider.

Definitions

1. FSC (PD) Food Service Caregiver Production
2. FSC (STW) Food Service Caregiver Stewarding
3. SDS Safety data sheet, specification of each chemical used

References

1. FSC (STW) Job Descriptions
2. Manufacturer Operating Manual
3. SDS for chemical use

Institute / Department / Committee Involved in SOP Development / Revision

1. Food Services Department

Contact for Questions / Clarifications

1. Hygiene Quality Specialist, Food Services
2. Quality Production Manager, Food Services
3. Director, Food Services

Related or Supporting Documents

1. Kitchen cleaning schedule