

## Department Standard Operating Procedure

<b>Target Group:</b> Food Service Caregivers	<b>SOP Number:</b> FSS_SOP_564 <b>Version:</b> 1	<b>Date of Issue:</b> 05 May 2015	<b>Date of Review:</b> Date(s)
<b>Approved by:</b> Manaf Afyouni Chief Operations Officer	<b>Date Approved:</b>	<b>Prepared by:</b> Yasir Ghauri Food Services	<b>Date of Revision:</b> Date(s)

### **Purpose**

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

### **Standard Operating Procedure**

1. During operation, regularly clean the chamber of the microwave with a wet cloth, in order to maintain the microwave oven in a good condition.
2. Cleaning the microwave at end of shift:
  - 2.1. Unplug the microwave.
  - 2.2. Open the door and spray the inner chamber and the outside with the light detergent solution.
  - 2.3. Wipe carefully with a wet cloth.
  - 2.4. Rinse thoroughly with another cloth.
  - 2.5. Dry the outside of the microwave with a clean cloth.
  - 2.6. Spray disinfectant solution in the inner chamber.
  - 2.7. Let air dry.
3. Cleaning the filter:
  - 3.1. This oven displays CLEAN FILTER at user defined intervals.
  - 3.2. When the message displays ACP recommends cleaning the air filter thoroughly.
  - 3.3. Cleaning the air filter will not shut off the message.
  - 3.4. The message will stop displaying automatically after 24 hours.
  - 3.5. Depending on microwave use and environmental conditions, the filter may need to be cleaned more frequently.
  - 3.6. Once the frequency is determined, set the option for the appropriate time frame.

### **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**

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| 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