

Department Standard Operating Procedure

Target Group: Food Service Caregivers	SOP Number: FSS_SOP_565 Version: 1	Date of Issue: 05 May 2015	Date of Review: Date(s)
Approved by: Manaf Afyouni Chief Operations Officer	Date Approved:	Prepared by: Yasir Ghauri Food Services	Date of Revision: Date(s)

Purpose

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

Standard Operating Procedure

1. Warning:
 - 1.1. Do not wash any parts of the food processor in the dishwashing machine, but only to carefully hand wash with designated detergent solution and disinfectant.
 - 1.2. Never immerse the motor base in water, clean using a damp cloth or sponge.
2. Disassembling the machine and different parts, following the sequence:
 - 2.1. Ensure the machine is switched off and unplugged.
 - 2.2. After removing the lid, unlock and remove the bowl from the motor base by pushing the trigger fitted in the handle.
3. Cleaning the bowl and blade:
 - 3.1. When working with liquids pull up to disengage, leaving the blade in the bowl in order to prevent any spillage.
 - 3.2. If the food has a solid consistency, remove the blade and empty the bowl.
 - 3.2.1. Replace the bowl, place the blade back on the shaft and switch on the machine in order to remove any mixture which may have stuck to the blade.
 - 3.2.2. If you wish, you can rinse the bowl by filling it with hot water and switching on for a few minutes.
 - 3.3. Remove the bowl and blade from the motor.
 - 3.4. Wash with designated detergent solution.
 - 3.5. Rinse under running warm water.
 - 3.6. Dry with a clean cloth.
 - 3.7. Disinfect with the designated solution and let air dry.
4. Disassemble and clean the vegetable preparation attachment:
 - 4.1. Ensure the machine is switched off and unplugged.
 - 4.2. After removing the lid, remove the bowl from the motor base by pushing the trigger fitted in the handle.
 - 4.3. Take out the disc used for cutting the fruits or vegetables.
 - 4.4. Wash carefully with designated detergent solution.
 - 4.5. Rinse under running warm water.
 - 4.6. Dry with a clean cloth.
 - 4.7. Disinfect with the designated solution and let air dry.

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