

Department Standard Operating Procedure

Target Group: Food Service Caregivers	SOP Number: FSS_SOP_554 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 establish guidelines for the safe handling and timely removal of food and non-food waste/garbage in order to minimize/eliminate any potential risk of unpleasant odors materializing, pest infestations and contamination of food service kitchen areas.

Standard Operating Procedure

1. Containers:

- 1.1. Garbage and refuse is kept in durable, easily cleanable, insect and rodent proof containers that do not leak or absorb liquids. Plastic bags are used to line garbage containers.
- 1.2. Garbage containers used in food preparation, plate wash and pot washing areas are kept covered at all times.
- 1.3. Garbage containers are thoroughly cleaned daily and as required.

2. Recycling:

- 2.1. Follow CCAD guidelines for proper recycling procedures, storage and disposal of each different recyclable material.
- 2.2. Proper garbage container are labelled and assigned for different recyclable material.
- 2.3. Materials to be recycled are either brought to a collection center or picked up from the curbside, then sorted, cleaned, and reprocessed into new materials bound for manufacturing.

3. Storage:

- 3.1. Garbage is not permitted to build up in the kitchen area. As garbage containers become $\frac{3}{4}$ full they are removed to the designated general waste holding area.
- 3.2. Outside-storage areas are large enough and emptied at a frequency to avoid a large buildup of garbage.
- 3.3. Garbage should not be stored outside of the dumpsters.

4. Disposal:

- 4.1. Garbage containers are emptied when they are $\frac{3}{4}$ full and at the end of the shift.
- 4.2. Containers with a lot of heavy wet waste are not filled more than $\frac{1}{2}$ full.

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
4. CCAD Cleveland Clinic Abu Dhabi

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. Food and non-food disposal schedule