



# Restaurant Standard Operating Procedure (SOP)



<b>Title</b>	Restaurant Standard Operating Procedure
<b>Effective Date</b>	[Current Date]
<b>Purpose</b>	This SOP outlines the standard procedures for restaurant operations to ensure consistent service quality and efficiency.
<b>Scope</b>	This SOP applies to all staff members involved in the operations of the restaurant, including kitchen staff, waitstaff, and management.
<b>Responsibilities</b>	<b>Restaurant Manager:</b> Oversees implementation and adherence to SOPs. <b>Staff Members:</b> Follow SOPs and report any issues to the manager.
<b>Procedure</b>	<ol style="list-style-type: none"><li><b>Opening Procedures:</b> Unlock doors and disable alarm. Set up dining area (tables, chairs, cutlery, etc.). Ensure all equipment is operational. Perform a daily safety and sanitation check.</li><li><b>Food Preparation:</b> Follow recipes and portion sizes exactly. Maintain cleanliness and sanitation as per HACCP guidelines. Check the quality and freshness of ingredients.</li><li><b>Service Procedures:</b> Greet customers within 1 minute of arrival. Take orders accurately and repeat back to confirm. Serve food and beverages promptly and courteously. Address customer complaints immediately.</li><li><b>Cleaning Procedures:</b> Clear tables and reset for the next customers. Clean kitchen surfaces and equipment after each use. Dispose of trash and recyclables properly. Perform end-of-day cleaning and sanitization of the entire restaurant.</li><li><b>Closing Procedures:</b> Reconcile cash register and prepare deposits. Turn off all appliances and equipment. Lock doors and set the alarm. Complete end-of-day report and submit to management.</li></ol>
<b>Documentation</b>	All activities, incidents, and changes must be documented in the restaurant management logbook.

# Standard Procedure Manual For Restaurants

**CH Cherryholmes**



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