

# Shared Use Kitchen Food Safety Program Standard Operating Procedure (SOP)

(Template) For shared commissary/establishment use as guidance

The food safety program SOP is designed to reduce potential food safety risks associated with shared use kitchens. These food safety risks include: cross contamination; contamination of food products either accidental or intentional means; and food borne illness outbreaks.

The commissary/ establishment owner is responsible for managing this food safety program and ensuring that all food vendors using the kitchen adhere to this food safety program.

A shared kitchen use food safety program standard operating procedures for all food vendors should include:

- 1) Employee Health Policy.
- 2) Clean up of Blood and Bodily Fluid Policy.
- 3) Facilities and Equipment Cleaning and Management Policy.
- 4) Communications SOP should include:
  - a. Responding to FBI complaint
  - b. Responding to a Physical Hazard found in food
  - c. Visitors in the kitchen
  - d. New Employee Orientation
  - e. Record Keeping and Documentation

With each of these food safety procedures, management should be responsible for monitoring, corrective action and verification. Management may use the Food Safety Checklist (Page 3) for documentation of the adherence to this Food Safety Program SOP.

The commissary/establishment owner will be responsible for creating a schedule (Page 4) for each food vendor at the shared use kitchen. Each food vendor will be assigned operational times at the commissary/establishment. Each food vendor must log in daily at the commissary (Page 5). To reduce food safety risks, food vendors should maintain separation of time and space while working at the commissary.

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## Commissary/establishment responsibilities:

- a) Develop a food safety program for the shared use kitchen.
- b) Train all food vendors on the food safety program.
- c) Maintain up to date commissary operational schedule for all food vendors.
- d) Monitoring, Corrective Action and Documentation that all food vendors are adhering to the food safety program.
- e) Communicate any changes to the shared use kitchen with the health department.
- f) A Certified Food Protection Manager (CFPM) must be onsite during all food vendor operations in the shared kitchen (either each food vendor is a CFPM or commissary/establishment assigns a CFPM).

## Food vendor responsibilities:

- a) Adhere to the food safety program for the shared use kitchen.
- b) Follow the operational schedule developed by commissary owner.
- c) Log in at commissary/establishment daily.
- d) Communicate any changes to the operational schedule, menu, food suppliers, etc. with the commissary owner and health department.

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I, \_\_\_\_\_ (commissary/establishment owner) of  
\_\_\_\_\_ (commissary/establishment) would like to use this  
template as the Shared Use Kitchen Food Safety Program SOP. By signing below I agree to  
adhere to this Food Safety Program SOP.

Name of Commissary/Establishment: \_\_\_\_\_

Owner print name: \_\_\_\_\_

Owner sign name: \_\_\_\_\_

## Food vendors:

Food vendor business: \_\_\_\_\_ Signature \_\_\_\_\_

Food vendor business: \_\_\_\_\_ Signature \_\_\_\_\_

Food vendor business: \_\_\_\_\_ Signature \_\_\_\_\_

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## Food Handler/Vendor Food Safety Training Checklist

Food safety is an important part of training new staff on proper food handling procedures. The checklist below highlights the main food safety areas that all food handlers should be familiar with and comply with daily.

### Personal Hygiene and Food Handling Practices

- Foodborne illnesses (causes, importance proper food handling)
- Personal cleanliness
- Illness and wounds
- Personal food and drinks
- Sink use (hand sink, mop sink, prep sink, 3-comp sink)
- Hand washing (when to wash, how to wash, where to wash)
- Glove use
- No bare hand contact with ready to eat foods
- Cross contamination
- Utensil storage

### Potentially Hazardous Foods and Food Temperatures

- Potentially hazardous foods
- Washing produce
- Thawing foods
- Cooling foods
- Reheating foods
- Hot hold temperatures
- Cold hold temperatures
- Cook temperatures
- Thermometers (how to use and calibrate)
- Food storage

### Sanitization and Chemical Use

- Warewashing set up (mechanical or 3-comp)
- Sanitizer solution (how to set up, ppm)
- How to clean equipment and work spaces
- Chemical storage
- Pesticides and pest control

**I understand the food safety principles listed above and I understand that it is my responsibility to follow these food safety protocols in my daily work.**

Food Employee Name (please print) \_\_\_\_\_

Signature of Food Employee \_\_\_\_\_ Date \_\_\_\_\_

Signature of Manager or Owner \_\_\_\_\_ Date \_\_\_\_\_

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## Shared Use Kitchen Food Vendor Operational Schedule

Food Vendor	12 2am	2 4am	4 6am	6 8am	8 9am	10 12pm	12 2pm	2 3pm	4 6pm	6 8pm	8 10pm	10 12am
Vendor 1												
Vendor 2												
Vendor 3												

***\*All food vendors must have separation of time and operational space. However, depending on kitchen layout and space, multiple vendors may use the kitchen at the same time as long as there is separation of operational spaces. For example, food vendor 1 may use prep space while food vendor 2 is using dish washing area.***

