



# Food and Beverage Safety Standards of Operation



**CLUB  
MANAGEMENT  
ASSOCIATION  
OF AMERICA**

# Food & Beverage Safety Standards of Operation

The \_\_\_\_\_ Country Club is committed to maintaining high standards and to providing quality food in a safe, clean, and orderly environment. To achieve these goals, our success requires your execution of the following responsibilities.

## Purchasing and Receiving

### ***Purchasing:***

1. Use authorized suppliers.
2. Quality specification manuals are in place.
3. Use past food production records for guidance in planning special events.
4. Follow the established ordering and receiving schedule.

### ***Receiving:***

1. Invoices are checked against list of items ordered.
2. Each item is inspected and checked against invoices:
  - Correct amount is received.
  - The product meets specification standards.
  - Each item is checked for damage or proper temperatures (write temperatures on the invoice).
3. Products that do not meet specifications are not accepted.
4. Invoices are checked for correct price and amount received.

### ***Storage:***

#### **Freezer:**

1. Temperature is 0° degrees F or below.
2. Thermometers are in every freezer.
3. Floors, walls, and shelves are clean and in good repair.
4. Food is properly stored:
  - Labeled and dated.
  - Food is stored 6 inches from the floor.
  - Raw food is stored below ready-to-eat foods.

#### **Refrigerators:**

1. Temperatures is 41° degrees F or below.
2. Thermometers are in every refrigerator.
3. Floors, walls, and shelves are clean and in good repair.

4. Food is properly stored:
  - Labeled and dated.
  - Food is stored six inches from the floor.
  - Raw food is stored below ready-to-eat foods.
  - Labels are facing forward.
  - Store and issue on first in-first out rotation.

#### **Dry Storage:**

1. Storeroom is clean, dry, well ventilated and properly lighted.
2. Food and supplies are properly stored:
  - Store immediately after each delivery.
  - Organized for easy inventory.
  - At least six inches from the floor.
  - Neatly arranged with labels facing forward.
  - Containers are dated.
  - Open cases or open bags of food are transferred to a lid-covered container and labeled.
3. Potentially hazardous material (detergents, chemicals, insecticides) are stored in original containers and stored separately from food; MSDS book is available.

#### **Issuing Product:**

1. Outlet managers are responsible for food requisitions.
2. Issue product only with a proper requisition.
3. Do not allow staff members to help themselves to products.
4. Lock store room, storeroom freezer, and storeroom refrigerator when purchasing staff is finished for the day.

## **Production**

#### ***Recipes:***

1. Follow standardized recipes.
2. Follow recipes established for each outlet.
3. Recipes are extended for amount to produce.

#### ***Records:***

1. Follow proper cooling techniques (maintain a record sheet).
2. Record walk-in refrigerator and freezer temperatures daily (maintain a record sheet).
3. Record temperatures of line refrigerators daily (maintain a record sheet).

### ***Food Preparation:***

1. Set up a work station with a bucket of approved sanitation solution, clean cutting board, clean and sanitized knives, and box of gloves.
2. Follow standardized recipes or product manufacturer's instructions.
3. When working on large production, make sure to work in small amounts.
4. Wash fresh vegetables and fruits in the vegetable sink before preparing or cooking.
5. Thaw frozen foods under refrigeration or in running cold water bath.
6. Use serving utensils or wear gloves whenever you handle ready-to-eat food.
7. Use a different cutting board for each task.
8. Clean and sanitize work station after completing each task.
9. Food labeling procedures are as follows: when labeling food, write the correct name of the product, the date that the product is prepared, and the date by which the product must be used by (a maximum of 5 days from the date prepared).
10. Cook poultry to 165° F.
11. Reheat foods at 165° F.
12. Hold cold foods at 41° F or below.
13. Hold hot foods at 145° F.
14. Never reuse food that has been on a buffet.
15. Wash and sanitize the vegetable sink after defrosting foods.

### ***Staff Practices:***

1. Wear proper and approved uniform at all times.
2. Wash your hands before beginning work.
3. Wash your hands between tasks.
4. Wash your hands before and after every break.
5. Wash your hands every time you touch or do something different.
6. Do not eat at the work station.
7. Personal drinks must be protected with a lid and a straw (no open drink cups or cans in work areas), and all personal drinks should be stored away from food and underneath the work areas.
8. Personal belongings should not be stored in work areas.
9. Do not touch ready-to-eat foods with your bare hands when making up a plate, plating appetizers or salads, or when cutting lemons and limes for the bar
10. Change cutting boards after every task.
11. Keep work areas and the floor clean at all the times.
12. Keep dumpster doors closed at all times.

13. Wash and sanitize knives after each use.
14. Store all containers, pots, bowls, and pans upside down.

**Cleanliness:**

1. Keep work areas and floors clean at all times.
2. Break down, clean, and sanitize all work stations at the end of each shift.
3. Sweep and mop all work station floors at the end of each shift.

**Purchasing:**

1. Clean and sanitize receiving table every four hours.
2. Dumpster area must be clean at all times.
3. Loading dock must be clean and free of trash, boxes, and unusable equipment.
4. Walk-in freezer and refrigerator floors and shelves must be clean with nothing stored on the floor.
5. Dry storage room must be clean and free of boxes with nothing stored on the floor or in open bags or containers.
6. The basement must be clean and organized at all times.

**Utility Workers:**

1. Check soap and towel dispensers before every shift.
2. Clean and organize the glass room during every shift.
3. Keep the floors clean at all times.
4. Sweep and mop floors at the end of each shift.
5. Take trash and boxes out as needed.
6. Check dish machine temperature to ensure it reaches a 180° F final rinse.

**Work Stations:**

1. Change cutting board after every task.
2. Sanitize the bucket at each station.
3. Have a box of gloves at each station.
4. Make sure that personal drinking cups have a lid and straw.
5. Keep working areas and floors clean at all times.
6. Break down station, wash it with soap and water, and sanitize it at the end of every shift.

# Kitchen Staff Uniform Standards

The \_\_\_\_\_ Country Club is committed to maintaining high standards of professional appearance. It is very important that all employees are always well groomed and wear approved uniforms. Outlet managers are responsible for maintaining these standards, which includes holding staff accountable and taking disciplinary action with any employee who fails to meet expectations. The Club provides some uniforms, and it is the employee's responsibility to ensure the proper uniform is worn for the job.

## ***Utility Worker:***

Checked pants, burgundy or blue polo shirt, apron, name tag, and proper culinary cap.

## ***Cook:***

Checked or solid black pants, white chef's jacket, clean white apron, name tag, proper culinary cap, black marker, and food thermometer.

## ***Pastry Chef:***

Checked or solid black pants, white chef's jacket, clean white apron, name tag, proper culinary cap, black marker, and food thermometer.

## ***Sous Chef:***

Checked or solid black pants, white chef's jacket, clean white apron, name tag, seven-inch white paper hat or other proper culinary cap, black marker, and food thermometer.

## ***Executive Sous Chef, Banquet Chef, Executive Pastry Chef:***

Checked or solid black pants, white chef's jacket, clean white apron, name tag or monogrammed chef's jacket, seven-inch white paper hat or proper culinary cap, black marker, and food thermometer.

## ***Purchasing Staff:***

Khaki pants, golf shirt, or Purchasing Department monogrammed polo shirt, name tag, proper culinary cap, black marker, food thermometer, and approved knife to break down boxes.

I acknowledge that I have received a copy of these standards of operation and that they have been reviewed with me. I understand that it is my responsibility to read, understand, and comply with these standards of operation. I understand that if I have any questions about these standards, I should ask my supervisor.

Employee's Printed Name: \_\_\_\_\_

Employee's Signature and Date: \_\_\_\_\_

Supervisor's Signature and Date: \_\_\_\_\_