

Restaurant Standard Operating Procedure

[Insert Restaurant SOP Title – e.g., "Restaurant Opening Procedure,"
"Customer Incident SOP," "Table Sanitization SOP"]

SOP Number: [Assign a unique document number]

Version Number: [e.g., 1.0, 1.1, 2.0]

Effective Date: [Date this SOP goes into effect]

Issuing Department: Restaurant Operations

Owner/Author: [Name/Role of the person responsible for this document]

SOP Section	Content & Instructions
1.0 Purpose	What is the intent of this document? This SOP explains the standard process for completing a specific restaurant operation consistently across all shifts and departments. It ensures every team member follows the same steps to promote food safety, guest experience, and operational consistency. Examples: <ul style="list-style-type: none">- "This SOP outlines the required steps for opening the restaurant each morning."- "This document defines the procedure for properly cleaning and sanitizing guest tables."- "This SOP explains how staff must handle customer complaints and escalate issues."
2.0 Scope	Who and what does this procedure apply to? State which areas and roles it applies to: <ul style="list-style-type: none">- Applies to all front-of-house and back-of-house staff depending on the procedure.- Includes servers, hosts, bartenders, dish staff, cooks, supervisors, and managers.- Covers all relevant areas such as dining room, bar, patio, kitchen, prep areas, wash-rooms, entrances, and storage. Include exclusions if helpful: <ul style="list-style-type: none">- "This SOP does not apply to third-party delivery partners or off-site catering operations."
3.0 References and Related Documents	What other documents are needed to perform this procedure? Common restaurant-wide references: <ul style="list-style-type: none">- "Cleaning and Sanitization SOP"- "Handwashing SOP"- "Allergen Control SOP"- "Incident Reporting Form R-3.0"- "Daily Opening Checklist – FOH"- "Bar Hygiene Log B-1.0"
4.0 Definitions	What terms, acronyms, or abbreviations need clarification? Clarify terms relevant to restaurant operations: <ul style="list-style-type: none">- FOH: Front-of-House- BOH: Back-of-House- High-touch surfaces: Areas frequently touched by guests or staff- PPM: Parts per million (used for sanitizer strength)- Allergen alert: Notification process for allergen-related requests



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Restaurant Standard Operating Procedures Manual In California

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