

PRINCIPLES OF MANAGEMENT

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Exam Assignment

DEVELOPING SOPS OF A HYPOTHETICAL COMPANY

Company name : XYZ

Type : Burger joint

STANDARD OPERATING PROCEDURES:-

What Sop's should a burger joint be following, are mentioned below :-

1. Employee Health and Personal Hygiene
2. Equipment Cleaning and Sanitizing
3. Maintaining the quality of the food items
4. Employees Eating Drinking Workplace
5. Cleaning and Disinfecting after Incidents Involving Bodily Fluids
6. Glove Usage
7. Handwashing
8. Machine Ware Washing High Temperature
9. Pest Control
10. Cleanliness and Sanitation of the Dining area
11. Temperature Record for Freezer
12. Expired items should be thrown away immedietly
13. Fresh buns are the priority
14. Organic Recycling
15. Responding to a complaint against the food polietly

16. Responding to a Physical Hazard found in Food
17. Food Safety in Emergency Situations
18. New Employee Orientation
19. Food Safety Training Program
20. Employee Training Plannings
21. Continuous Quality Improvement
22. Food Safety Program Verification
23. Record Keeping and Documentation
24. Service of Food
25. Food Donations

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