






Cloth	Blue
PPE	N/A
Chemicals	• Sanitiser • Washing-up liquid
Reference	• Safety policies • COSHH manual • Risk assessment manual • SOP B0006 - Handling & storage of glassware • SOP B0010 - Cleaning and resetting a table • SOP OF0002 - Use of disposable cloths • SOP OF0030 - Recycling procedures
Equipment	• Condiment bottles • Blue roll 

Step 1	 	<ul style="list-style-type: none"> • Condiments can be stored on the condiment sideboard or designated shelving area front of house, or on the tables. • Condiment bottles must be kept clean and fully stocked at all times. • Customers must be informed of the location of condiments when ordering food. • The customer then collects their own condiments. • Floor associates must be trained to collect the condiments as part of the table clearing procedure. • Ensure condiment bottles are cleaned and restocked prior to returning to the condiment sideboard or designated shelving area front of house. • To clean the condiment bottles, using a clean damp blue cloth sprayed with sanitiser, wipe the top and exterior of the bottle to remove all sauce residue. • Spare bottles of the most popular sauces, eg tomato sauce and vinegar can be stored in the same location. • If a variation to the above is required, discuss and agree a site specific condiment plan with the area manager.
Step 2		<ul style="list-style-type: none"> • If any condiment bottles are empty, replace with new. • Unscrew the plastic lid and remove the seal. Replace the lid securely. • Empty condiment bottles must be recycled as plastics. These must be washed out to remove all residue, prior to placing in a clear plastic recycling bag. • Empty glass condiment bottles must be recycled with the pub's glass recycling. • Never top and tail condiments.
Step 3		<ul style="list-style-type: none"> • Ensure condiment bottles are not stored by a direct source of heat (for example a radiator). • Do not leave condiment bottles in direct sunlight, conservatories or external areas. • Glass condiment bottles must not be stored or cleaned in the kitchen. • Cloths must be rinsed throughout the day under hot water to keep clean. • If cloths become damaged or stained these must be disposed of. • All cloths must be thrown away at the end of each day.