









Cloth	None
PPE	N/A
Chemicals	<ul style="list-style-type: none"> • Washing up liquid
Reference	<ul style="list-style-type: none"> • Safety policies • COSHH Manual • SOP - B0001 - Hand wash procedures • A4 Handwash poster
Equipment	<ul style="list-style-type: none"> • Container for dirty cutlery • Cutlery tray • Tea Towel • Napkins
VideoSOP	To be used together with this written SOP. Tap here to play 

Step 1		<ul style="list-style-type: none"> • Two containers must be used for soiled cutlery - one for steak knives, and one for all other items. • These containers must be set up in the food lift area or plate scrape area as a minimum. • The container must be filled with hot soapy water to allow the cutlery to soak prior to being cleaned in the dishwasher. • Leave to soak for a minimum of 15 minutes.
Step 2		<ul style="list-style-type: none"> • Once it has been cleaned and polished, cutlery must be stored in a clean cutlery tray until required for service. • Ensure there is sufficient polished cutlery and napkins for each food session.
Step 3	 	<ul style="list-style-type: none"> • When required, select the correct amount and type of cutlery for the meal(s). • Pick up using the handle only. • Place onto the required number of napkins and fold over the napkin loosely.
Step 4		<ul style="list-style-type: none"> • Holding the napkin containing the cutlery in one hand, pick up a plate from the gantry, and use the free hand to pick up additional plates as required. • Set down the meals in front of the customer and then carefully place the cutlery and napkins in a central location accessible by the customers. • Ensure that hands do not come in contact with the cutlery.

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Step 5		<ul style="list-style-type: none">• Do not store unwrapped cutlery in a location that is accessible to customers.
Step 6		<ul style="list-style-type: none">• All dirty cutlery must be washed and polished daily.• Ensure there is a magnetic bin collar in place on the food waste bin to minimise cutlery loss.