



Restaurant Standard Operating Procedure (SOP)



Title	Restaurant Standard Operating Procedure
Effective Date	[Current Date]
Purpose	This SOP outlines the standard procedures for restaurant operations to ensure consistent service quality and efficiency.
Scope	This SOP applies to all staff members involved in the operations of the restaurant, including kitchen staff, waitstaff, and management.
Responsibilities	Restaurant Manager: Oversees implementation and adherence to SOPs. Staff Members: Follow SOPs and report any issues to the manager.
Procedure	Opening Procedures: Unlock doors and disable alarm. Set up dining area (tables, chairs, cutlery, etc.). Ensure all equipment is operational. Perform a daily safety and sanitation check. Food Preparation: Follow recipes and portion sizes exactly. Maintain cleanliness and sanitation as per HACCP guidelines. Check the quality and freshness of ingredients. Service Procedures: Greet customers within 1 minute of arrival. Take orders accurately and repeat back to confirm. Serve food and beverages promptly and courteously. Address customer complaints immediately. Cleaning Procedures: Clear tables and reset for the next customers. Clean kitchen surfaces and equipment after each use. Dispose of trash and recyclables properly. Perform end-of-day cleaning and sanitization of the entire restaurant. Closing Procedures: Reconcile cash register and prepare deposits. Turn off all appliances and equipment. Lock doors and set the alarm. Complete end-of-day report and submit to management.
Documentation	All activities, incidents, and changes must be documented in the restaurant management logbook.

Restaurant Server Standard Operating Procedures Manual

Raffaela Di Napoli



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