

Personal Hygiene Standard Operating Procedure

SOP Title:

Personal Hygiene Procedure

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:

Food Safety / Human Resources

Owner/Author:

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

SOP Section	Content & Instructions
1.0 Purpose	<p>This SOP outlines the hygiene standards and personal cleanliness practices required of all employees to prevent contamination of food, surfaces, and utensils. The goal is to reduce the risk of foodborne illness and protect both customers and team members.</p>
2.0 Scope	<p>This procedure applies to all employees, including:</p> <ul style="list-style-type: none">• Cooks• Prep cooks• Servers handling ready-to-eat foods• Food runners• Dishwashers handling sanitized equipment• Kitchen supervisors and managers <p>It covers hygiene expectations, handwashing, illness reporting, uniforms, and grooming. Out of scope: Vendor delivery personnel and third-party contractors.</p>
3.0 References and Related Documents	<ul style="list-style-type: none">• SOP 2.1: Handwashing Procedure• SOP 3.5: Allergen Control• SOP 4.0: Cleaning and Sanitizing• Employee Illness Reporting Policy• Local food safety regulations• CDC Food Worker Hygiene Guidelines
4.0 Definitions	<ul style="list-style-type: none">• Handwashing Sink: A sink designated only for handwashing. Not for food prep or warewashing.• RTE Foods: Ready-to-eat foods that will not be further cooked before serving.• Contamination: Transfer of harmful microbes or substances to food or surfaces.• TCS Foods: Time/Temperature Control for Safety foods that require specific storage and handling.• Infectious Illness: Any illness with vomiting, diarrhea, jaundice, or sore throat with fever.
5.0 Roles and Responsibilities	<ul style="list-style-type: none">• All Staff: Follow hygiene practices in Section 6.0 before and during shifts.• Supervisors: Monitor hygiene compliance, reinforce expectations, and log illness exclusions.• Food Safety/HR Manager: Maintain this SOP and provide employee training on personal hygiene.



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6.0 Procedure	6.1 Handwashing 6.1.1 Wash hands at the following times: <ul style="list-style-type: none">• Before starting any shift• After using the restroom• After touching hair, face, body, cell phones, or garbage• After handling raw meat, cleaning agents, or money• After eating, drinking, smoking, or taking a break 6.1.2 Proper handwashing steps: <ul style="list-style-type: none">• Use warm water and soap• Scrub for at least 20 seconds, including under nails and between fingers• Rinse thoroughly• Dry with a single-use paper towel• Use paper towel to turn off faucet 6.1.3 Use handwashing sinks only. Do not wash hands in food prep or dish sinks.	6.4 Hair and Grooming 6.4.1 Hair must be restrained using a hat, hair-net, or tied back securely. 6.4.2 Facial hair must be covered with a beard guard if required by local regulations. 6.4.3 Fingernails must be clean, trimmed, and free of polish or artificial nails (unless gloves are worn at all times).
	6.2 Employee Health and Illness 6.2.1 Do not report to work if experiencing vomiting, diarrhea, fever, sore throat, or jaundice. 6.2.2 Notify a manager immediately if symptoms develop during a shift. 6.2.3 Employees with foodborne illness symptoms must be excluded from food handling until cleared. 6.2.4 Managers must log exclusions and document return-to-work approvals. 6.2.5 Open wounds must be covered with a bandage and a single-use glove.	6.5 Jewelry and Accessories 6.5.1 Remove all jewelry before working, except for plain wedding bands. 6.5.2 No bracelets, watches, dangling earrings, or facial piercings in food prep areas.
	6.3 Uniforms and Attire 6.3.1 Wear clean clothes or uniforms daily. 6.3.2 Change aprons if they become soiled during the shift. 6.3.3 Do not wear aprons outside of food prep or service areas (e.g., to restrooms or outside). 6.3.4 Store personal belongings (bags, phones, coats) in designated non-food areas.	6.6 Eating, Drinking, and Smoking 6.6.1 Eating, chewing gum, and tobacco use are not allowed in food prep, storage, or service areas. 6.6.2 Drinking is allowed only from a covered container with a straw, stored away from food and equipment. 6.6.3 Take breaks only in designated areas.
	Notes/Warnings: <ul style="list-style-type: none">• Any staff member with foodborne illness symptoms must be reported to a manager immediately.• Repeated hygiene violations may result in disciplinary action.• Management must enforce hygiene policies to remain compliant with food safety regulations.	



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SOP Section	Content & Instructions
7.0 Appendices	<ul style="list-style-type: none">• Handwashing Signage• Employee Illness Log• Uniform and Grooming Checklist• Jewelry Restriction Poster
8.0 Revision History	<ul style="list-style-type: none">• Version No.• Effective Date• Author• Description of Changes
Approval Signatures	<div><div><ul style="list-style-type: none">• Author: _____• Reviewer: _____• Management Approval: _____• Quality/Food Safety Approval: _____</div><div><div>Date: _____</div><div>Date: _____</div><div>Date: _____</div><div>Date: _____</div></div></div>



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SOP Section	Content & Instructions
1.0 Purpose	What is the intent of this document?
2.0 Scope	Who and what does this procedure apply to?
3.0 References and Related Documents	What other documents are needed to perform this procedure?
4.0 Definitions	What terms, acronyms, or abbreviations need clarification?
5.0 Roles and Responsibilities	Who is responsible for doing what?



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SOP Section	Content & Instructions	
6.0 Procedure	What are the step-by-step instructions?	



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SOP Section	Content & Instructions
7.0 Appendices	What visual aids or related materials support this SOP?
8.0 Revision History	What has changed in this document?
Approval Signatures	<div><div>• Author: _____</div><div>Date: _____</div><div>• Reviewer: _____</div><div>Date: _____</div><div>• Management Approval: _____</div><div>Date: _____</div><div>• Quality/Food Safety Approval: _____</div><div>Date: _____</div></div>



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