[COMPANY LOGO]

Cutting Produce

Last Updated: 22/01/2024

Employee Responsible: Kitchen Cook

Purpose:

To outline the steps in properly setting up a cutting board for produce preparation, preparing/cutting produce, and cleaning up the preparation station.

Review Procedure:

This procedure document should be reviewed (and updated if necessary) by the **Regional Supervisor** at least **Once Every 2 Months** or immediately after any physical operational procedure steps have been changed at any point.

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Procedure

1. Set up the preparation station by placing a damp kitchen rag near the edge of a stainless steel table with a cutting board resting over the rag to prevent the board from sliding
2. Place a chef's knife or pairing knife beside the right side of the cutting board with the blade tucked underneath the side of the cutting board
3. Place a clean food-safe container in front of the cutting board for the final cut produce
4. Place a stainless steel bowl beside the plastic container for the waste/scraps
5. Place a folded, damp, sanitized kitchen rag on the left side of the cutting board
6. Place the produce you will be preparing beside the cutting board on the left-hand side
7. Begin preparing/cutting the produce according to the set preparation procedure of the produce
8. Place all scraps into the stainless steel scrap bowl, and all final cut produce neatly in the final product container
9. Wipe down the blade of the knife, cutting board, and surrounding area often in between cuts
10. Save the produce scraps if instructed to do so by the supervisor, otherwise, discard of according to the disposal procedure
11. Return all dish items to the dishwashing station and store the produce properly
12. Follow the "Food Surface Contact Sanitation Procedure" to clean and sanitize all table surfaces

Monitoring

The kitchen supervisor will observe employees throughout the produce preparation procedure to ensure that all procedures are being followed as outlined in this document. The kitchen supervisor will inspect the final product before the employee stores the container in the designated storage area to ensure the product has been prepared as outlined in the preparation procedure.

SIGNATURES

Signatures from employees and management to confirm that they have read and understand procedures.

Staff Member Name	Signature	Date

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