[COMPANY LOGO]

Pre-Kitchen Entry Sanitation Process

Last Updated: 22/01/2024

Employee Responsible: All Employees

Purpose:

To outline the steps that all persons must take prior to entering the [Company Name] kitchen ultimately preventing pathogens and outside bacteria from entering the [Company Name] food production kitchen and contaminating the food production facility.

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.

Procedure

When: Prior to entering the [Company Name] kitchen at any given time during operating hours.

1. The employee will take a hair net from the hair net dispenser located at the sanitation station outside of the kitchen entrance, and place the hair net on to cover the entire head of hair properly
2. Complete the manual hand washing procedure at the kitchen entrance sink
3. Use the wall mounted hand sanitizer dispenser to dispense sanitizer into hands and thoroughly rub the sanitizer in
4. The employee is now ready to enter the [Company Name] production kitchen

Monitoring

The supervisor will be incharge of ensuring that each employee completes this process prior to entering the kitchen at any given time during the day. The supervisor will penalize the employee according to the employee handbook if an employee does not complete this procedure properly.

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SIGNATURES

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

Staff Member Name	Signature	Date

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