

Logo	Centre Name Address	DEPARTMENT MANUAL	<table border="1"> <tr><td>Doc No</td><td>AAPC/D/10</td></tr> <tr><td>Issue No</td><td>AAPC/10</td></tr> <tr><td>Date</td><td>21/09/2021</td></tr> <tr><td>Date Rev</td><td>20/09/2022</td></tr> <tr><td>Page</td><td>1 of 4</td></tr> </table>	Doc No	AAPC/D/10	Issue No	AAPC/10	Date	21/09/2021	Date Rev	20/09/2022	Page	1 of 4
Doc No	AAPC/D/10												
Issue No	AAPC/10												
Date	21/09/2021												
Date Rev	20/09/2022												
Page	1 of 4												
Document Title : Kitchen Department													

1 Purpose:

The purpose of this Standing Operating Procedure (SOP) is to establish procedures and responsibilities of **Centre Name** kitchen Department

2 Scope:

This SOP applies to all personnel employed in and accessing the services of **Centre Name** kitchen Department.

3 Responsible Persons:

kitchen Assistant, kitchen in charge

4 Objectives:

What are the aim and objectives of cooking?

Cooking gives a variety to the menu, as one item could be cooked in various ways. Cooking pleases the eye and is receptive to the palate with maintaining the Ayurveda standards in food preparing and helps to stimulate the digestive juices, thereby creating an appetite. Cooking kills the germs present in the raw food items. Cooking preserve food for a longer time.

5 Responsibilities:

What are the duties of kitchen staff?

The kitchen staff is responsible for ensuring all areas of the kitchen, food prep, and food storage areas are clean and properly sanitized. This includes washing dishes and cooking equipment, cleaning floors, sanitizing counter tops and cutting boards, and maintaining all areas to health code standards.

Labelling of boxes of food items

Following diet management as advised by doctor/dietitian.

SOP (1) What is the most useful kitchen tool?

10 of the Best Kitchen Gadgets to Save You Time and Money

Food Processor. My first absolute must-have kitchen gadget is a food processor with switchable disks/blades. ...

Slow Cooker. ...

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Address

**DEPARTMENT
MANUAL**

Doc No	AAPC/D/10
Issue No	AAPC/10
Date	21/09/2021
Date Rev	20/09/2022
Page	2 of 4

Document Title : Kitchen Department

Rice Cooker.
Juicer.
Blender.
Rubber Spatulas.
Four-Sided Stainless Steel Grater.
Large Metal or Plastic Colander.

SOP (2) What are the skills of a kitchen assistant ?

- Vital Catering Assistant skills
- Ability to work as part of a team.
- Ability to follow instructions.
- Good communication skills.
- Customer service skills.
- High standards of hygiene.
- Ability to keep calm under pressure.

SOP (3) What every kitchen must have ?

Knives. Those wooden blocks full of knives look nice on your counter, but you really only need three: a serrated knife, an 8- to 10-inch-long chef's knife and a paring knife are good basics.

❖ **13 Must-Have Kitchen Tools**

Cutting Boards.
Bowls.
Measuring Spoons & Cups.
Cookware.
Instant-Read Thermometer.
Utensils.
Colander.
Plates for serving
Cooker

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Doc No	AAPC/D/10												
Issue No	AAPC/10												
Date	21/09/2021												
Date Rev	20/09/2022												
Page	3 of 4												
Document Title : Kitchen Department													

Kadai
 Spoons
 Foil paper
 Serving bowels
 Plates
 Utensil for chappati making like tawa, chakla, belan
 Gas stove with gas pipe
 Gas cylinder
 Lighter
 Frying pan
 Different size bowels

SOP (4) How do you manage kitchen staff?

How to Effectively Manage a Kitchen

Be an effective and willing administrator. This characteristic is the most important and most difficult to find. ...

- Be creative. ...
- Keep calm under pressure. ...
- Be a detail-oriented perfectionist. ...
- Be experienced in your style of cuisine. ...
- Be a good teacher. ...
- Be a hard worker.

SOP (5) What are the 4 categories of kitchen equipment?

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Doc No	AAPC/D/10
Issue No	AAPC/10
Date	21/09/2021
Date Rev	20/09/2022
Page	4 of 4

Document Title : Kitchen Department

To summarize, kitchen equipment categories are divided into four types: food storage, food production, maintenance, and special equipment.

SOP (7) What are the duties and responsibilities in the kitchen?

What's in a day?

Ensuring the food preparation areas are clean and hygienic.

Washing utensils and dishes and making sure they are stored appropriately.

Sorting, storing and distributing ingredients.

Washing, peeling, chopping, cutting and cooking foodstuffs and helping to prepare salads and desserts.

Disposing of rubbish.

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