

# SOP'S FOR KITCHEN / BAKERY

## PRE-PRACTICAL

Students must wear correct/clean uniforms and safety clothes with heat resistant/ non slippery shoes in the cooking labs



Students should be well versed with menu, method of making and plan of work at the time of briefing



It is mandatory to follow the safety procedures at all times



Assemble all the appropriate ingredients on advance



Students are not allowed to wear jewelry, make-up and nail polish in the kitchen



Treat and cover all the cuts and wounds properly

Chairperson



  
Head of the Institution

## POST-PRACTICAL

Cleaning of utensils, table tops and sinks everyday



Place all the remaining ingredients or items in the store



Waste disposal of the garbage to be done properly as per the the dry & wet standards



Check for proper closure of the gas range knobs



Stack the cutler & crockery safely and sanitize all the chopping boards, knives & tables.



Apply Last in First Out/ First in First Out principle as and when applied



Monthly inventory to be taken meticulously

Chairperson



Head of the Institution

*M. Y. 081*

## SOP'S FOR FOOD & BEVERAGE LAB

Students must enter the lab only with permission



Students should be well groomed , in proper uniform and bringing F&B journals is mandatory



Bar and food service equipment inventory to be taken every 5 months



Breakages to be specified in proper registers



Pre-practical briefing and post-practical clearance to be done by the students in presence of the lab in charge



Personal hygiene and cleanliness of lab is of utmost importance

Chairperson



  
Head of the Institution

## SOP'S FOR FRONT OFFICE LAB

Cleaning of the lab to be done everyday



All the equipment's are to be cleaned daily compulsory



Students to enter only on permission and in the given practical timings only



Equipment's are to be kept and maintained properly by the students



Turn on/off the lights and fans whenever required



Grooming is important while entering the lab in proper uniforms  
(Saree + Polished Bellies for girls & Blazer, Trousers + Formal  
Polished Shoes for boys)



*Alyes*

16. Smoking and consumption of alcohol is strictly prohibited in the campus.

17. While attending college functions, the students will conduct themselves in such a way as to bring recognition to themselves and to the institution.

### SOP'S FOR HOUSEKEEPING LAB

Keep the housekeeping labs area as clear as work allows



Work surfaces should be clean



Housekeeping inventory to be maintained every month



Vacuum cleaners and washing machines to be used and maintained efficiently



Fittings and fixtures to be maintained effectively



Students are allowed to come only in housekeeping uniforms and proper grooming only



*Allyos*