

Howard Green

TPW 480 - Fall 2013

Documentation Plan for Standard Operating Procedure – First Draft

October 14, 2013

CHOOSING, CLEANING AND PREPARING SEAFOOD FOR RESTAURANT SERVICE

OVERVIEW

The document will be a Standard Operating Procedure for buyers and staff of “The Pacific Skipper” restaurant. The goal of this document is to ensure compliance with all FDA regulations and San Francisco health codes relating to the selection, inspection, cleaning and preparation of seafood, including fresh and frozen shellfish, scaled fish and related products. In addition to ensuring a sanitary food preparation and serving environment, the SOP will comply with all updated reports and regulations concerning seafood safety, i.e. mercury and radiation levels.

RESOURCES

Preparation of the SOP will consist of requirements gathering on food safety and alerts from the FDA and other resources. Preparers will be able to access food preparation facilities and equipment, analyze staff and employment protocols and review prospective menus. The SOP will be based on a template provided by The Pacific Skipper parent company, Coastal Restaurant Group, Inc.

TIMELINES

- Release 1 (First Draft) – 10 / 21 / 13
- Release 2 (Revised Second Draft) – 10 / 28 / 13
- Release 3 (Final Draft) – 11 / 4 / 13

TRAINING

Restaurant manager, purchasing manager and head chef will review current regulations and FDA alerts concerning seafood safety, and procedures for selecting and inspecting seafood.

All current staff and trainers will be thoroughly trained in these standard procedures to ensure that all seafood is properly stored, inspected, cleaned and cooked thoroughly, as required by the strictest FDA regulations and health codes, and that facilities are spotlessly maintained to surpass local regulations prior to official inspection and opening.

DELIVERABLES

The Standard Operating Procedure will be delivered as 9 + page, 8 ½ by 11” document. Copies of the final release may be laminated for posting in kitchen and food prep areas.