

Restaurant SOP template

One procedure per page, plus an index for the whole set

1. SOP header

Procedure name: _____

SOP number: _____

Area or station: _____

Owner (role): _____

Version: _____

Effective date: _____

Review date: _____

2. Purpose

One sentence. Name what this protects: a health risk, a dollar loss, or the guest.

3. Scope and who does it

Roles: _____

When: _____

Where: _____

4. Materials and tools

- Ingredients or supplies, with quantities
- Equipment and utensils
- PPE (gloves, apron, hairnet)
- Chemicals or sanitizer, with the concentration
- Forms or logs this procedure feeds

5. Steps

One step, one line: a verb, the object, and the standard that proves it was done right.

Step	Action	Standard or number	Photo ref

6. Critical control points

The 2 or 3 lines in this SOP where a miss is a health or money problem. Name the temperature or the time on each one.

- The step where a miss becomes a health risk
- The step where a miss becomes a dollar loss
- The step an inspector or auditor checks first

7. Common mistakes and what to do instead

Mistake	Instead

8. Training and sign-off

Nobody runs this SOP alone until their line has a checkmark here.

Name	Trained by	Date	Checked

9. Version log

Every change gets a line here, even a small one. A version with no log is a rumor, not a standard.

Date	Change	By
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10. SOP index

One line per SOP, and twenty lines covers the starter set. Number by area (100s kitchen, 200s service, 300s cash, 400s safety and incidents) so the same number means the same procedure in every location, and file the sheets in that order.

Number	Procedure	Area	Owner	Last review