STANDARD OPERATING PROCEDURE

Kitchen Cleaning SOP

Document no.	SOP-KIT-002
Revision	1.0
Owner	Kitchen Manager
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To keep the kitchen environment clean, sanitary and free of hazards by defining what gets cleaned, how often, by whom and to what standard.

2. Scope

Applies to floors, walls, equipment exteriors, hoods, walk-ins and general kitchen surfaces. Dishwashing and handwashing have their own SOPs and are not repeated here.

Definitions

Clean-as-you-go	Wiping and tidying a station continuously during a shift rather than leaving mess to build up.
Deep clean	A thorough weekly or monthly clean of areas and equipment not reached by daily cleaning, such as behind and under equipment.
Sanitizer solution	A diluted chemical solution used after cleaning to reduce bacteria on a surface to a safe level.

3. Responsibilities

Line Cook	Cleans as you go during the shift and completes assigned end-of-shift cleaning tasks at their station.
Kitchen Porter	Handles floor cleaning, trash removal and scheduled deep-clean tasks across the kitchen.
Kitchen Manager	Builds and posts the cleaning schedule, checks chemical dilution and signs off completed cleaning.
Executive Chef	Sets cleaning standards, reviews the schedule during walkthroughs and approves cleaning products used.

RACI matrix

Activity	Line Cook	Kitchen Porter	Kitchen Manager	Executive Chef
Post the daily and weekly cleaning schedule	I	I	R/A	C
Clean as you go during service	R	C	A	I
Complete end-of-shift station	R	C	A	-

Activity	Line Cook	Kitchen Porter	Kitchen Manager	Executive Chef
cleaning				
Complete scheduled deep-clean tasks	C	R	A	I
Verify chemical dilution and sign off cleaning	-	C	R/A	I

R = Responsible, A = Accountable, C = Consulted, I = Informed

4. Materials and PPE

Materials, tools and systems

- Posted cleaning schedule board or app
- Color-coded cleaning cloths
- Approved degreaser and sanitizer with labels
- Chemical dilution measuring cups
- Mop, bucket and floor squeegee
- Scrub pads and long-handled brushes
- Cleaning sign-off log

Personal protective equipment

- Chemical-resistant gloves
- Non-slip closed shoes
- Apron

5. Procedure

Step	Task	Owner	Done
5.1	**Post and review the cleaning schedule** At the start of the day, the kitchen manager posts or confirms the cleaning schedule showing which daily, weekly and monthly tasks are due, and assigns them by station or name.	Kitchen Manager	☐
5.2	**Mix cleaning chemicals to the correct dilution** Measure degreaser and sanitizer using the dilution cups and instructions on the label, labeling spray bottles with the chemical name so they are never confused with food or drink. **Warning:** Never mix different cleaning chemicals together or store them in unlabeled containers.	Kitchen Porter	☐
5.3	**Clean as you go during service** Wipe down work surfaces, tools and equipment between tasks throughout the shift, and clear spills immediately to prevent buildup and slip hazards.	Line Cook	☐
5.4	**Wipe and sanitize equipment exteriors** At close, wipe down the exteriors of ovens, ranges, mixers and refrigeration units with degreaser, rinse, then apply sanitizer solution and allow it to air dry.	Line Cook	☐
5.5	**Clean the walk-in cooler and freezer** Remove spilled or expired product, wipe shelving and walls with sanitizer, and check that door gaskets and floor mats are clean and free of debris. **Checkpoint:** No spills, mold or standing liquid remain on walk-in shelving or floor.	Kitchen Porter	☐

Step	Task	Owner	Done
5.6	**Degrease hood filters and exhaust area** On the scheduled day, remove hood filters, degrease them or send them for professional cleaning, and wipe down the surrounding hood surface and drip trays. **Warning:** Let the hood and filters cool before handling, and never bypass the scheduled professional hood duct cleaning.	Kitchen Porter	☐
5.7	**Sweep and mop the kitchen floor** Sweep debris from all floor areas, place wet floor signs, then mop with the approved cleaning solution starting from the back of the kitchen toward the exit.	Kitchen Porter	☐
5.8	**Empty and clean trash and grease bins** Remove full trash bags to the designated outdoor area, replace liners, and wipe down the inside and outside of trash cans and the grease trap lid.	Kitchen Porter	☐
5.9	**Complete scheduled deep-clean tasks** Work through the weekly or monthly deep-clean list, such as moving and cleaning behind equipment, cleaning vents, and scrubbing grout, checking off each task as completed. **Checkpoint:** All deep-clean tasks due for the week are checked off before the shift ends.	Kitchen Porter	☐
5.10	**Inspect and sign off the cleaning log** Walk through the kitchen against the cleaning schedule, confirm tasks were completed to standard, and sign the cleaning log noting anything that needs follow-up.	Kitchen Manager	☐
5.11	**Store chemicals and equipment safely** Return chemicals to the locked or designated storage area away from food, rinse and hang cloths and mops to dry, and store buckets upside down.	Kitchen Porter	☐

6. Quality checks

- Cleaning chemicals are mixed to the dilution on the product label and stored in labeled containers.
- No visible grease buildup on hood filters, equipment exteriors or floors at close.
- Walk-in cooler and freezer are free of spills, mold and expired product.
- Scheduled deep-clean tasks for the week are all signed off on the cleaning log.

7. Records

- Daily and weekly cleaning schedule
- Cleaning sign-off log
- Hood and duct professional cleaning receipts
- Chemical safety data sheets on file

8. KPIs

- Percent of scheduled cleaning tasks completed on time
- Number of cleanliness issues found on manager walkthroughs
- Days since last hood or duct professional cleaning
- Health inspection cleanliness score

9. Common mistakes

- Skipping behind-equipment deep cleaning because it is not visible during service.
- Mixing degreaser and sanitizer together to save a step.
- Leaving wet floors without warning signs during service.
- Letting grease build up on hood filters between scheduled cleanings.

10. Revision history

Revision	Date	Description	Reviewed by
1.0	September 15, 2026	Initial release	Ilia Pirozhenko

Approval

Prepared by	Approved by	Date

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