STANDARD OPERATING PROCEDURE

Kitchen Pest Control SOP

Document no.	SOP-KIT-011
Revision	1.0
Owner	Kitchen Manager
Effective date	September 15, 2026
Review cycle	Every 12 months

1. Purpose

To prevent pest activity in the kitchen through sanitation and exclusion, and to respond quickly and correctly if pests are found.

2. Scope

Applies to all kitchen and adjoining storage areas. Any pesticide application is performed only by a licensed pest control provider, not by kitchen staff.

Definitions

Integrated pest management	An approach that prevents pests mainly through sanitation and exclusion, using monitoring and licensed treatment only when needed.
Exclusion	Sealing gaps, cracks and openings that pests could use to enter the building.
Monitoring station	A trap or device placed by a pest control provider to detect pest activity without staff needing to handle chemicals.

3. Responsibilities

Line Cook	Follows sanitation practices that remove food and water sources for pests and reports any sighting immediately.
Kitchen Porter	Manages trash removal and cleaning tasks that reduce pest attraction, such as clearing drains and floor sinks.
Kitchen Manager	Runs the pest sighting log, coordinates with the pest control provider, and follows up on exclusion repairs.
Pest Control Technician	Inspects the kitchen, services monitoring stations, and applies any treatment needed under license.

RACI matrix

Activity	Line Cook	Kitchen Porter	Kitchen Manager	Pest Control Technician
Report a pest sighting	R	R	A	I
Remove food and water sources through sanitation	R	R	A	I
Seal entry points and gaps	I	C	R/A	C

Activity	Line Cook	Kitchen Porter	Kitchen Manager	Pest Control Technician
Inspect and service monitoring stations	-	-	A	R
Apply pest control treatment	-	-	A	R

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

4. Materials and PPE

Materials, tools and systems

- Pest sighting log
- Pest control service visit reports
- Door sweeps and screens for windows and drains
- Sealant for gaps and cracks
- Sealed, labeled dry storage containers
- Trash cans with tight-fitting lids

5. Procedure

Step	Task	Owner	Done
5.1	**Inspect for signs of pest activity** During opening and closing checks, staff look for droppings, gnaw marks, nesting material or live pests in storage areas, behind equipment and near drains.	Line Cook	☐
5.2	**Report any sighting immediately** Report a pest sighting or sign of activity to the kitchen manager right away, noting the location, time and what was seen in the pest sighting log. **Checkpoint:** Every pest sighting is logged with the location, date and time on the same day it occurs.	Line Cook	☐
5.3	**Remove food sources through sanitation** Store all food in sealed containers, wipe up spills promptly, and never leave food out overnight, since removing food sources is the most effective way to discourage pests.	Line Cook	☐
5.4	**Remove water sources** Fix dripping faucets, dry standing water around ice machines and drains, and keep floor sinks and drains clear of debris that can hold moisture.	Kitchen Porter	☐
5.5	**Manage trash and recycling correctly** Keep trash in cans with tight-fitting lids, take trash out at set intervals rather than letting it build up, and keep the outdoor dumpster area clean and closed.	Kitchen Porter	☐
5.6	**Check deliveries for pest activity** Inspect incoming boxes and pallets for signs of pests before bringing them into the kitchen, and reject any delivery showing evidence of infestation. **Warning:** Never bring a delivery into the kitchen if it shows signs of pest activity, even if the rest of the order looks fine.	Line Cook	☐
5.7	**Identify and report exclusion gaps** Note any gap under doors, torn screen, or crack in a wall or floor that could let pests enter, and report it to the kitchen manager for repair.	Kitchen Porter	☐

Step	Task	Owner	Done
5.8	**Seal identified entry points** Arrange for gaps, cracks and damaged door sweeps or screens to be sealed or repaired promptly once reported, tracking the fix to completion. **Checkpoint:** Reported exclusion gaps are fixed or scheduled for repair within the timeframe set by kitchen policy.	Kitchen Manager	☐
5.9	**Schedule regular pest control provider visits** Book routine inspection and monitoring visits with a licensed pest control provider on the frequency required for the kitchen's size and risk level.	Kitchen Manager	☐
5.10	**Support the provider's inspection and servicing** Give the pest control technician access to all areas, including storage and behind equipment, and provide the recent sighting log during the visit.	Pest Control Technician	☐
5.11	**Apply treatment only through the licensed provider** Any pesticide application in or around the kitchen is performed only by the licensed pest control technician, following the product label and local law, never by kitchen staff. **Warning:** Kitchen staff must never apply pesticides themselves. Always defer to the licensed provider, the product label and local law.	Pest Control Technician	☐
5.12	**Review the service report and follow up** Review the pest control provider's visit report with the kitchen manager, act on any recommendations, and file the report for the pest control record.	Kitchen Manager	☐

6. Quality checks

- No unresolved pest sighting is older than the timeframe set by kitchen policy.
- Trash and recycling areas are clean and closed between removals.
- Reported exclusion gaps are tracked to completion.
- Pest control provider visit reports are on file and recommendations are followed up.

7. Records

- Pest sighting log
- Pest control provider service reports
- Exclusion repair tracking log

8. KPIs

- Number of confirmed pest sightings per month
- Average time to close out an exclusion repair
- Percent of scheduled pest control visits completed
- Deliveries rejected for pest activity

9. Common mistakes

- Delaying a pest sighting report because it seems minor.
- Letting trash build up near the kitchen instead of removing it on schedule.
- Leaving a known gap or damaged door sweep unrepaired for weeks.
- Attempting to treat a sighting with store-bought spray instead of calling the licensed provider.
- Storing dry goods in open bags instead of sealed containers.

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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