



Subject :	KITCHEN TOOLS		
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Purpose

The procedure will cover how kitchen tools, both employee and restaurant-owned, will be used, maintained, protected, cleaned, and stored.

Policy

1. Personal Tools
 - a. Employees are limited to having up to three personal tools on site.
 - b. Personal tools will be permitted but will be subject to the same cleaning guidelines as restaurant property.
 - i. Personal tools brought to the restaurant must be disinfected before use.
 - ii. Personal tools stored at the restaurant will be frequently sterilized regardless of whether they have been used or not. This is to ensure that any viruses living on the surfaces are killed.
 - iii. All tools should be registered in the [Kitchen Tools Log](#) with a unique identification number to promote traceability and document disinfecting procedure.
2. Tool Usage
 - a. All hand tools should always be handled while wearing clean gloves.
 - b. No employee is to use more than three tools at a given time on their station without manager approval.
 - c. Tools on a station should not be shared with other employees.
 - d. Tools in use are assigned to each workstation and employee. Tool assignments should be kept in the [Kitchen Tools log](#).
 - i. A tool cannot be moved between stations without proper disinfection.
 - ii. A predetermined "lockout/tagout" system should be in place for when an employee needs to momentarily step away from a tool or piece of equipment that is in use.
 1. A tagout system can consist of tags, cards, or locks that signal to other employees that the tool or equipment should not be touched or removed.
 2. Any unattended tools that does not display proper lockout/tagout will be collected, disinfected, and returned to storage.



- iii. After completing each kitchen task, employees should follow cleaning procedures to disinfect workstation & tools.
- e. Sharpening Tools
 - i. Sharpening of tools to be done at a specific time by one person only.
 - ii. All tools post sharpening to follow proper tool cleaning procedures.
- 3. Tool Storage - Short Term
 - a. Two classification types:
 - i. Sharp - all knives, mandolines
 - ii. Not Sharp - hand tools such as spatulas, whisks, peelers, ladles
 - b. Each classification should have 1 lexan for soiled and 1 lexan for disinfected. Lexans should have a tight fitting sealable lid.
 - i. Wherever possible, containers should be kept distanced from each other and in monitored spaces.
 - ii. Lexans should be located in a designated area that is safely accessible for both the dish area and the kitchen that limits cross traffic.
 - iii. Storage should be kept on a clean table rather than in or near a dishpit.
 - c. Chef or Safety Manager must be present and document tool sign out using the [Kitchen Tools Log](#).
 - d. Clean tools should be removed from storage using clean, gloved hands and inspected for cleanliness
 - e. Gloves must be changed after depositing soiled tools for cleaning.
- 4. Tool Storage - Long Term
 - a. Tools not currently in restaurant circulation, i.e. long term storage, must be sanitized, stored in a separate lexan, sealed with "security tape" and kept in a different location from other "clean" tools.
 - b. If security tape is found to be broken, entire lexan must be sterilized and re-sealed.
 - c. Itemized list of contents of long term stored items should be kept attached to lexan to prevent any unnecessary opening/exposure.
- 5. Tool Cleaning
 - a. Soiled and Clean Tool Lexans and all of their contents are to be washed and sanitized every 30 mins by supervisor and documented.
 - i. Lexans should remain closed to transport to dish station.
 - ii. Open lexans and immediately cover the contents with a sanitizing solution. This should happen before pre-wash.
 - iii. Use timers to ensure sanitizing solutions can be effective.
 - iv. Use pre-wash of soap, water, scrub sponge to remove soil from tools.



- v. Evenly spread tools onto the warewashing tray for high temp or chemical use dishwasher.
 - vi. All tools should pass through the warewashing machine twice.
 - vii. New, clean gloves must be worn to remove clean tools.
 - viii. Clean tools are dried using single use towels, which are disposed of after drying.
 - ix. Clean tools are inspected by MOD/operator and placed into a sanitized lexan with tightly fit lid.
 - x. Replace newly cleaned Soiled Lexan for collecting used tools.
- b. End of Shift Procedure
- i. Lexans should remain closed to transport to dish station.
 - ii. Open lexans and immediately cover the contents with a sanitizing solution. This should happen before pre-wash.
 - iii. Use timers to ensure sanitizing solutions can be effective.
 - iv. Use pre-wash of soap, water, scrub sponge to remove soil from tools.
 - v. Evenly spread tools onto the warewashing tray for high temp or chemical use dishwasher.
 - vi. All tools should pass through the warewashing machine twice.
 - vii. New, clean gloves must be worn to remove clean tools.
 - viii. Clean tools are dried using single use towels, which are disposed of after drying.
 - ix. Clean tools should be inspected by MOD/operator.
 - x. Tools must be counted and itemized using their numbers and ensure every tool is accounted for.
 - xi. Placed sterilized tools into a sanitized Lexan and seal using security tape. Return lexan to the designated storage place.

Equipment/Tools Needed:

Consider new equipment/changes to the physical space that may need to be procured, such as:

- Lexan for tool storage
- Lockout/tagout cards for knives and equipment in use
- Security sealing tape

Supporting Materials (Logs, Signage, Training & Locations, etc)

- [Kitchen Tools Log](#)
- Long Term storage log

Accountability (how the SOP will be enforced/managed)



- Safety Manager will ensure routine cleaning of kitchen tools and their storage processes.

Sources:

- [Considerations for Restaurants and Bars | COVID-19](#)
- [Guidance for Meat and Poultry Processing Workers and Employers](#)
- [OSHA .gov "lockout/tagout"](#)
- [security seal tape](#)