

Three-Compartment Sink Policy

Date Effective: 3/1/17

Next Review: 3/1/18

What	Steps for filling and using a three-compartment sink.
Why	Used dishes carry physical and biological hazards, like food particles and bacteria. Cleaning removes food particles, grease, and other grime with soap and water. Sanitizing uses chemicals to kill any bacteria that remain after cleaning. When these steps are done incorrectly, kitchenware can carry physical or biological hazards that can be dangerous for customers.
How	<p><u>Filling the Sinks</u></p> <ul style="list-style-type: none"> • Fill each sink to the marked "water line" with warm water (110°F or warmer). Drain and refill the sink any time the water looks murky or dirty. • Use the pre-set chemical dispensers to add soap to sink one and sanitizer to sink three. • Use a test strip to measure the amount of chemical in the sanitizing sink the first time it is filled. Test a second time at lunch. <p><u>Using the Sinks</u></p> <ol style="list-style-type: none"> 1. Scrape or rinse away any leftover food and residue you can see on the items. 2. In the first sink, scrub all sides and surfaces of the items you're cleaning. Sanitizing won't kill pathogens if grime is in the way, so be sure to scrub thoroughly. 3. In the second sink, rinse the items you have just cleaned. Just as grime prevents sanitizer from killing germs, soap residue can have the same effect. Good rinsing helps make sanitizing more effective. 4. In the third sink, sanitize the rinsed items by placing them in a sanitizing solution for the required contact time. 5. Air-dry the items. This is very important—never towel-dry cleaned and sanitized items, even with a paper towel, or you risk contaminating them again with bacteria on the towel. 6. Wait until the items are completely dry before putting them away. <p>These steps will not be effective if used out of order. For example, sanitizer will not work if dishes are dirty or have soap on their surfaces. For effective washing, follow the steps in order every time.</p>
Where	Wash dishes and kitchenware only in the three-compartment sink.
When	<p>Follow this SOP anytime kitchenware needs to be cleaned or sanitized. Here are some specific times when kitchenware must be cleaned and sanitized:</p> <ul style="list-style-type: none"> • After it has been used to prepare raw meat • After four hours of constant use • If it will be used to prepare a dish for a customer with a food allergy
What if	<p>What if the test strip says the sanitizer amount is incorrect?</p> <ol style="list-style-type: none"> 1. Ask a manager for help to check the chemical dispenser. It may need to be refilled. 2. Drain the sink, refill, and recheck it. <p>What if dishes have been washed and sanitized but are still soiled? If dishes are visibly dirty, scrub and sanitize them again. If a dish will not come clean, ask a manager for help.</p>

<p>Training</p>	<p><u>Initial training</u> A senior employee will give the new employee on-the-job training for the three-compartment sink. They will demonstrate how to fill and use the sinks. As part of the training, the senior employee should invite the new employee to ask them any questions about the sink that may come up during their next few shifts.</p> <p><u>Review training</u> Two weeks after initial training, the senior employee will review this SOP with the new employee. This review will be a short quiz where the new employee is asked to explain specifics of the SOP (such as procedure for washing, how many seconds items must be submerged in the sanitizer, where the test strips are kept and how often they should be used, how often items must be cleaned and sanitized, etc.).</p>
<p>Follow up</p>	<p><u>Monitoring</u> This senior employee will be scheduled with the new employee for several shifts. They will observe how the new employee uses the three-compartment sink and offer feedback as needed.</p> <p><u>Follow up</u> A few days after initial training, the senior employee will follow up with the new employee to see if they have any questions about the three-compartment sink.</p> <p>This SOP will be reviewed one year from its effective date.</p>