**BOH Allergen Standard Operating Procedure**

**PURPOSE:** To prepare, cook and serve a sage and allergen free entrée to our guests with food allergies.

**SCOPE:** This procedure applies to all employees involved in the preparation, cooking and plating of the entrée for the guest(s) with food allergies.

**KEY WORDS**: Allergies, Cleaning, Cross Contact, Equipment, Apron, Gloves and Handwashing.

**INSTRUCTIONS:**

1. Initial determination of allergies at the table
2. Guests informs the server of the specific allergen(s) they are allergic too.
3. Server fills out the pink allergen ticket.
4. When the entrée with the identified allergen is entered on the POS system, the Server must select the ALLERGY button and identify the allergen on the memo field.
5. Then the server will take the pink allergy ticket to the Kitchen Manager.
6. The Kitchen Manager must ensure the safety and preparation of the entrée ‘s entire process.
7. The Kitchen Manager must ensure that proper procedure is followed through, from changing apron, handwashing, prepping, cooking and plating of the entrée. Including, garnishes, sides and sauces on the plate.
8. After the entrée is ready to be served, the Kitchen Manager will walk and serve the entrée to the guest with the food allergy. The Kitchen Manger must carry the entrée with the allergy ticket ONLY!
9. This process will ensure the safety and quality of the entrée.

**MONITORING:**

All employees responsible for receiving, preparing and serving the entrées with food allergens, must ensure this process is followed.

**CORRECTIVE ACTION:**

1. Retrain any employee found not to follow the procedure in this SOP.
2. Refrain from serving any food or entrée to a guest with a food allergy, if there is any question or doubt whether or not an allergen might be present in that entrée.
3. Activate the emergency action plan immediately if there is a guest with a potential for an anaphylaxis that has consumed a food allergen. Call 911!

**VERIFICATION:** All corrective actions are to be reviewed and documented by Management.