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|  <p>B.S. Aquino Drive,<br/>Bacolod City,<br/>Negros Occidental,<br/>6100</p> <p>DR. PABLO O. TORRE<br/>MEMORIAL HOSPITAL</p> | Document Code:      | DPOTMH-F-79-P01-S12           |
|   | Effective Date:     | 07-31-2022                    |
|   | Document Type:      | Standard Operating Procedure  |
|   | Page Number:        | 1 of 2                        |
|   | Department/Section: | Dietary Department            |
|   | Document Title:     | <b>CLEANING OF FOOD CARTS</b> |

**PURPOSE:**

1. To have food carts cleaned and free from microorganisms.
2. To eliminate the presence of insects, pests, dust, and food morsels.

**SCOPE:**

Applies to all Dietary Department Staff of Dr. Pablo O. Torre Memorial Hospital (DPOTMH)

**GENERAL GUIDELINES:**


1. Hot/Boiling Water shall be used in washing food carts.
2. Soap and water or water containing suitable washing powder shall be used.
3. Food carts shall be air dried after spraying with sanitizer and must be stored in a clean area away from dust and insects.

**PERSON RESPONSIBLE:**

Food Service Worker

**PROCEDURE:**

1. The food service worker prepares and gets the boiling water and pours it into the food cart.
2. The food service worker cleans the cart with soap and water.
3. The cart is then sprayed with sanitizer.
4. The food service worker endorses the washed cart to the next staff-on-duty.

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**APPROVAL:**

|                        | Name/Title   | Signature                 | Date      |
|------------------------|--|---------------------------|-----------|
| Prepared by:           | <b>MA. PAMELA GARILAO</b><br>Dietary Manager   | <i>Ma. Pamela Garilao</i> | 7/18/22   |
| Reviewed:              | <b>DENNIS C. ESCALONA, MN, FPSQua</b><br>Quality Assurance Supervisor                  | <i>[Signature]</i>        | 7/28/2022 |
| Recommending Approval: | <b>ENGR. NOEL P. GARBO, FPCHA</b><br>Engineering and General Services Division Officer | <i>[Signature]</i>        | 7/28/2022 |
|                        | <b>FREDERIC IVAN L. TING, MD</b><br>OIC - Total Quality Division                       | <i>[Signature]</i>        | 7/28/2022 |
| Approved:              | <b>GENESIS GOLDI D. GOLINGAN</b><br>President and CEO                                  | <i>[Signature]</i>        | 9/10/22   |




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| KEY TASKS  | PERSON RESPONSIBLE  |
|--|---------------------|
| 1. Prepares and gets the boiling water and pours it into the food carts. | Food Service Worker |
| 2. Cleans the cart with soap and water.                                  |                     |
| 3. Sprays the cart with sanitizer.                                       |                     |
| 4. Endorses the washed cart to the next staff-on-duty.                   |                     |



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|                        | Name/Title   | Signature                 | Date      |
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| Recommending Approval: | <b>ENGR. NOEL P. GARBO, FPCHA</b><br>Engineering and General Services Division Officer | <i>[Signature]</i>        | 7/28      |
|                        | <b>FREDERIC IVAN L. TING, MD</b><br>OIC - Total Quality Division                       | <i>[Signature]</i>        | 7/28/22   |
| Approved:              | <b>GENESIS GOLDI D. GOLINGAN</b><br>President and CEO                                  | <i>[Signature]</i>        | 9/10/22   |

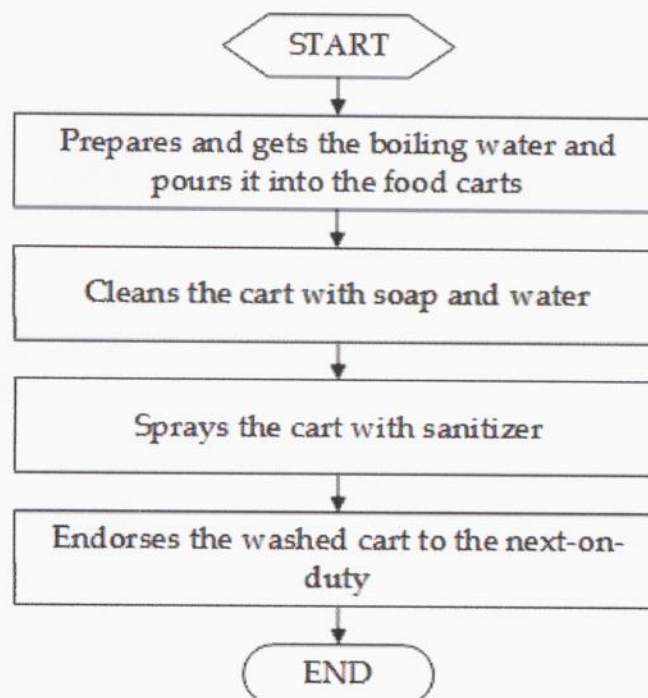



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## FLOWCHART



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|--|---------------------|------------------------------|
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**APPROVAL:**

|                        | Name/Title   | Signature                | Date      |
|------------------------|--|--------------------------|-----------|
| Prepared by:           | <b>MA. PAMELA GARILAO</b><br>Dietary Manager                                 | <i>Ma Pamela Garilao</i> | 7/28/22   |
| Reviewed:              | <b>DENNIS C. ESCALONA, MN, FPCHA, FPSQua</b><br>Quality Assurance Supervisor | <i>[Signature]</i>       | 7/28/2022 |
| Recommending Approval: | <b>ENGR. NOEL P. GARBO, FPCHA</b><br>Pharmacy Division Officer               | <i>[Signature]</i>       | 7/28/22   |
|                        | <b>FREDERIC IVAN L. TING, MD</b><br>OIC-Total Quality Division               | <i>[Signature]</i>       | 7/28/22   |
| Approved:              | <b>GENESIS GOLDI D. GOLINGAN</b><br>President and CEO                        | <i>[Signature]</i>       | 9/10/22   |