



THE K3 GROUP

**The K3 Group**  
Standard Operating Procedure  
*Employee Personal Hygiene*  
*Catering Staff*

**Purpose:**

This operating procedure is necessary to ensure the proper employee personal hygiene for all K3 catering staff.

**Application:**

All K3 Group employees who perform any duties involved in the handling or transporting of food items or in the cleaning or sanitation of food serving, storage or dining areas.

**Training:**

All K3 Group employees who perform any duties involved in the handling or transporting of food will have a current food worker card, if required in the state they are currently working. Food managers, bakers and supervisors will hold a current ServeSafe Manager certification.

**Guidelines for Employee Personal Hygiene:**

1. Employees are required to bathe / shower daily.
2. Hands must be washed before starting work, after using the restroom, after handling raw meat, after sneezing or coughing, taking out the trash, handling chemicals, or doing anything else that may contaminate hands. Nails are to be trimmed short, and no paint on nails.
3. Wear clean clothing daily this includes clean chef jackets daily; aprons are to be removed when leaving prep or serving areas. Chef jackets will not be worn into the restroom areas.
4. Hair restraints are to be worn in catering areas. Hairnets or hats are sufficient head coverings. Any facial hair below the lip line requires the use of a beard net.
5. All jewelry except for a plain wedding band should be removed before beginning any work. This includes glitter on clothing or nails.
6. Eating, drinking, smoking and chewing gum or tobacco is prohibited when prepping or serving food, working in prep areas or working in areas used to clean utensils and equipment.
7. Cut gloves with single use glove must be worn when working with any sharp tool, to include knives. Single use gloves should be worn when handling ready to eat foods, or ready to eat ingredients, serving utensils or when cleaning and sanitizing work areas. Safety glasses are required 100% of the time once you have passed the threshold into the kitchen.
8. Workers who are ill are required to report the illness to their supervisor or at least 6 hours prior to reporting to your work shift if possible. Ill workers will be restricted or excluded from working on or around food.

***I understand the personal hygiene procedure and that it is my responsibility to follow this procedure. I have been given the opportunity to ask questions and review the requirements. I agree to follow all training and information that I have been given and perform my tasks in a safe manner.***

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print name:** \_\_\_\_\_

**Supervisor Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_