TouchBistro

TouchBistro Restaurant SOP Template

Welcome to Our Restaurant SOP Template!

This restaurant SOP template is designed to help you establish clear, consistent standard operating procedures that you can align your team on, so you can streamline your operations.

To help you get started, please read the following **instructions**:

1. At the **top of the template**, add your restaurant logo and other brand elements you want to include. Fill out the date that the SOP was created and who it was authored by. Going forward, you'll also use this section to include the date that the SOP was updated as you issue new versions.

2. In the **general information section**, briefly explain the purpose of the procedure, when it should be used, how long it takes, who's responsible, and what tools or materials are needed. Keep this section clear and practical so any team member can understand it at a glance.

3. Next up is the **SOP section**, which is the main content of the template. It includes space for outlining each step of your operational procedures. Customize this section based on your restaurant's structure and needs.

4. In the **additional information section**, add any key safety, sanitation, or legal guidelines related to the procedure. Outline how quality is checked and who is responsible for reviewing the results. Lastly, include the name and date of the person who reviewed and approved the SOP.

5. Once you've finished filling in each section, delete any remaining *red text* and this instruction page.

[Insert Restaurant Name or Logo]

[Insert Specific SOP Name] Standard Operating Procedure

Date Created: _____   **Created By:** _____   **Last Updated:** _____

General Information	
Purpose of Procedure: [Explain why the SOP exists and what it helps the team accomplish]	
When to Use this Procedure: [Describe when or how often this SOP should be used – daily, weekly, before specific events, etc.]	
Estimated Time to Complete: [E.g. 30 minutes, one hour, etc.]	
Roles & Responsibilities: [List the team members or job titles responsible for completing this SOP].	
Required Tools or Materials: [List any physical or digital items needed, e.g., food thermometer, cleaning solution, inventory management software, etc.].	

[Insert Specific SOP Name] Steps

[List any physical or digital items needed, e.g., food thermometer, cleaning solution, inventory management software, etc.].

1.

2.

3.

4.

5.

Additional Information

Safety & Compliance Notes
[List any physical or digital items needed, e.g., food thermometer, cleaning solution, inventory management software, etc.].

Quality Control
[Describe how the outcome is reviewed, who checks it, and what success looks like].

Review & Approval

Reviewed by: _____   Date: _____