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NTMH/ADM/cook/12	SOP on Cook	01	03

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REVISION SUMMARY			
Version No.	**Effective Date**	**Reason for Change**	**Details of the change**
01	01/07/2026		

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1. Scope

1.1. Applies to all cooking and food preparation activities in the hospital kitchen, ensuring standardized processes for hygiene, nutrition, and service quality.

2. Objective

2.1. To establish clear procedures that maintain food safety, provide balanced meals for patients and staff, and support overall healthcare standards through consistent kitchen operations.

3. Responsibilities

3.1. Meal Planning and Preparation:

3.1.1. Collaborate with the procurement unit, ward in charge and diet committee to plan balanced and nutritious meals that meet the dietary requirements of patients.

3.1.2. Prepare and cook meals adhering to standardized recipes, dietary schedules and guidelines-ensuring the use of fresh and seasonal ingredients as per the patient volume.

3.1.3. Accommodate special dietary needs, as per the patient diet guideline.

3.1.4. Coordinate meal timings with the ward's schedule, ensuring that meals are warm and ready on time.

3.1.5. Assist in unloading of the kitchen supplies/office supplies/essential medicines.

3.2. Kitchen Management:

3.2.1. Maintain a clean and organized kitchen, including proper storage of ingredients and regular cleaning of utensils and equipment.

3.2.2. Minimize food waste through careful planning, portion control, and appropriate use of leftovers as per the guideline.

3.2.3. Maintain open communication with the supervisors and patients to understand their preferences and receive feedback on meals.

3.2.4. Segregate and dispose of the kitchen waste as per the guidelines and prescribed protocol.

3.2.5. Should involve in monthly Menlha Choga

3.3.Food Safety and Hygiene:

3.3.1. Strictly adhere to food safety and regulatory standards to prevent contamination and ensure the safety of patients.

3.3.2. Monitor and maintain proper food temperatures during cooking, storage, and transportation to prevent foodborne illnesses.

3.3.3. Maintain proper hygiene by wearing uniform (dress, apron, cap) cutting nails and hair tied.

3.4.Record Keeping:

3.4.1. Keep accurate records of food production, meal counts, and inventory to facilitate reporting and auditing.