

# Personal Hygiene and Staff Practices

## Cloud Kitchens & Delivery Brands

### BEHAVIOR & CLEAN HABITS

No smoking, chewing, or spitting inside or near food areas.

Strictly Followed

Occasionally Violated

Often Violated

Staff do not consume food or drinks in prep or dispatch zones.

Always Followed

Sometimes Violated

Not Followed

Personal belongings stored outside kitchen in lockers or designated area.

All Items Stored Properly

Few Exceptions

Not Stored Properly

No horseplay, shouting, or unsafe behavior during kitchen operations.

Professional

Minor Incidents

Poor Conduct

### CLEANING & LAUNDRY – UNIFORM MAINTENANCE

Uniforms laundered daily through authorized vendor or in-house process.

Daily Laundry

Alternate Days

Not Regular

Clean and soiled uniforms stored separately.

Proper Segregation

Partially Followed

Not Followed

Laundry area clean, ventilated, and free from pests.

Clean & Maintained

Minor Issues

Unclean

## CRITICAL – UNIFORM & PERSONAL PROTECTIVE EQUIPMENT (PPE)

All kitchen staff wear clean uniforms, aprons, gloves, and hairnets.

All Compliant

Few Non-Compliant

Non-Compliant

Uniform color coding distinguishes kitchen, dispatch, and cleaning staff.

Color Code Maintained

Partial Segregation

No Color Code

Disposable gloves are worn during food handling and replaced when torn or contaminated.

Always

Sometimes

Never

Staff wear masks properly covering nose and mouth during preparation and packing.

Properly Worn

Occasionally Improper

Not Worn

Hairnets or caps completely cover hair and ears.

Fully Covered

Partially Covered

Uncovered

Safety shoes or closed footwear are worn by all staff.

All Staff Covered

Few Exceptions

Non-Compliant

Aprons are worn in food preparation and removed before using washrooms.

Always Followed

Sometimes Missed

Never Followed

## DOCUMENTATION & RECORDS

Medical fitness, training, and hygiene check records maintained properly.

All Up-to-Date

Partial Records

Not Maintained

Hygiene inspection reports reviewed monthly by QA team.

Reviewed & Closed

Pending Actions

Not Reviewed

Hygiene performance score displayed in staff area.

Displayed

Pending Update

Not Displayed

## GROOMING & PERSONAL APPEARANCE

Staff maintain short, clean, and unpolished nails.

All Compliant

Few Non-Compliant

Not Compliant

No jewelry, watches, or accessories worn during working hours.

None Observed

Few Observed

Many Observed

Beard and mustache neatly trimmed and covered with beard nets (if applicable).

Compliant

Partially Compliant

Non-Compliant

Staff hair is neatly tied and covered under caps or nets.

All Covered

Few Uncovered

Not Covered

No strong perfumes, deodorants, or nail polish used in food areas.

No Odor/Polish Observed

Occasional

Frequent

## HAND HYGIENE - CRITICAL

Handwashing facilities are accessible in all kitchen and prep zones.

All Functional

Some Issues

Not Available

Staff wash hands before starting work, after breaks, and after handling waste.

Consistently Followed

Occasionally Missed

Not Practiced

Proper handwashing technique followed (minimum 20 seconds with soap).

Proper Technique

Partially Followed

Not Followed

Paper towels or air dryers used for drying hands (no cloth towels).

Available & Working

Partial Availability

Not Available

Hand sanitizers are used frequently during peak operation hours.

Frequently Used

Sometimes Used

Not Used

## HYGIENE MONITORING & SUPERVISION

Random hand swab or surface swab tests conducted monthly.

All Within Limits

Occasional Deviations

Out of Limit

Hygiene non-conformance reported to kitchen manager immediately.

Timely Reported

Delayed Reporting

Not Reported

Staff health declaration form filled daily at shift start.

All Completed

Few Missed

Not Filled

Staff with repeated hygiene non-compliance undergo retraining.

Re-Trained

Pending Training

No Action Taken

## SUPER CRITICAL – STAFF HEALTH & FITNESS

All food handlers have valid medical fitness certificates.

All Valid

Few Expired

None Valid

No staff with open wounds, skin infections, or illness handle food.

No Issues Observed

Few Cases Observed

Major Non-Compliance

Staff showing symptoms of cough, cold, or fever are restricted from food areas.

Strictly Followed

Occasionally Missed

Not Followed

All new joiners undergo pre-employment medical checkup.

All Checked

Some Pending

Not Done

First aid and emergency medical kits available for staff use.

Available & Updated

Partially Available

Not Available

## TRAINING & AWARENESS – HYGIENE

All staff trained in personal hygiene and food safety.

All Trained

Some Pending

Not Trained

Handwashing and hygiene posters displayed at visible points.

Display Complete

Partial Display

Not Displayed

New staff receive induction on hygiene and PPE use before starting work.

All Inducted

Some Missed

Not Inducted

Hygiene supervisors or captains conduct daily checks on staff appearance.

Daily Checks Done

Irregular Checks

Not Done