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| Peanut Butter & Jelly Sandwich Standard Operating Procedure | | |
| Document #201.10 | Title:**How to make PB&J** | Print Date:**9/4/2020** |
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## **201.10.01 Policy**

## Standardizing the sandwich making process for hungry individuals sets expectations for the individual and outlines the responsibilities of the individuals involved in the process.

## **201.10.02 Purpose**

## This procedure describes the steps required to make a peanut butter and jelly sandwich while maintaining sanitary standards.

## **201.10.03 Scope**

## This procedure applies to anyone who is hungry and would like a quick and easy snack.

## **201.10.04 Responsibilities**

## Every individual has the responsibility to ensure their dietary and nutrition needs are met.

**201.10.05 Definitions**

1. **Crust**: The brown, hard outer portion or surface of a loaf or slice of bread.

2. **Crumb**: The soft inner part of bread.

**201.10.06 Procedure**

These procedures will outline the steps involved in in the process, from the time hunger sets in, to the moment the individual has completed their snack.

1. **Acquiring Necessary Supplies** – The moment the individual feels hungry and decides a peanut butter sandwich is their snack of choice they should begin to gather the supplies required. Those supplies are:

* Peanut butter
* Jelly
* Sandwich Bread
* Butter Knife
* Plate

1. **Preparing the Area for Assembly** – The individual is to begin by washing their hands prior to assembly. Then place two slices of bread per desired number of sandwiches onto the plate, without stacking them.
2. **Preparing the Contents for Application** – The jar of peanut butter and jelly are to be opened as to allow access to the contents. Place the lids of the jars on a paper towel as to not create an unnecessary mess, making for an easier clean up at completion.
3. **Applying the Contents** – Using the butter knife, carefully apply approximately two tablespoons of peanut butter to one slice of bread spreading it evenly across the surface. Wipe the butter knife off to avoid cross contamination, then apply approximately one tablespoon of jelly to the remaining slice of bread spreading it evenly across the surface.
4. **Combining the Two Slices** – Combine the two peanut butter and jelly covered slices of bread completing the sandwich making process. When combining the two slices of bread it is important that the peanut butter and jelly are sandwiched between the two slices of bread.
5. **Removing the Crust (OPTIONAL)** – Based on personal preference the individual(s) involved in the process may opt into the removal of the crust from the slices of bread. To do this, carefully take the sharp edge of the knife and place it one the side of the sandwich where the crust and the crumb come together and apply pressure until the crust severs from the crumb. Repeat for the remaining areas with the crust still intact.
6. **STOP** – Before you begin eating, it is imperative to sanitize the area at which you carried out the process described by this SOP. Begin by reapplying the lids to their respective jars and returning them to their original location, as well as returning the bread to its original location. Once the ingredients are put away, the knife is to be rinsed/washed then placed into the dishwasher when applicable. Wipe the counter and sweep up any crumbs that may have made their way to the floor.
7. **Eat and Enjoy** – One the process is completed the individual is cleared to consume their peanut butter and jelly sandwich to reduce symptoms of hunger.

**Revision History:**

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| Version No. | Version Date | Description of Change | Author |
| 001 | 9/4/2020 | Initial Release | Charles Cobb |
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