

Allergen Management Policy Sample

Purpose: To ensure the safety of customers with food allergies by minimizing the risk of allergen cross-contact and providing accurate information about the presence of allergens in menu items.

Scope

This policy applies to all staff members working in the kitchen and service area of [Restaurant Name].

Key Allergens

The following major allergens must be identified and managed:

Allergen	Examples
Peanuts	Peanut butter, sauces
Tree Nuts	Almonds, walnuts, hazelnuts
Milk	Cheese, butter, cream
Eggs	Mayonnaise, baked goods
Fish	Salmon, tuna, anchovy
Shellfish	Shrimp, crab, lobster
Soy	Soy sauce, tofu
Wheat (Gluten)	Bread, pasta, flour

Staff Training

- All staff must receive training on allergen awareness and this policy.
- Training will be refreshed annually and when new menu items are introduced.

Allergen Communication

- Menu items containing allergens will be clearly indicated on printed and digital menus.
- Staff must be able to provide accurate allergen information when requested by customers.
- If unsure about allergens in a dish, staff must confirm with the kitchen manager before responding.

Allergen Management Procedures

1. Store allergenic ingredients separately, clearly labeled, and covered.
2. Use dedicated utensils, equipment, and surfaces for preparing allergen-free meals.
3. Wash hands and change gloves before and after handling allergenic ingredients.
4. Clean and sanitize equipment and workstations regularly to prevent cross-contact.

Incident Management

- In the event of a suspected allergen exposure or allergy-related incident, seek medical attention immediately.
- Report all incidents to the restaurant manager and document details in the incident log.

Review

This policy will be reviewed annually or when menu changes occur, whichever comes first.

Date: _____

Manager Signature: _____