

**DESIGN OF STANDARD OPERATING PROCEDURE (SOP) FOR SWEET  
BREAD PRODUCTION AT UD. DONATO BAKERY, GLENMORE  
DISTRICT, BANYUWANGI REGENCY**

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**ABSTRACT**

*Bread has now become a part of people's daily lives. "Donato Bakery" is a micro, small, and medium enterprise (MSME) operating in the bakery sector. This MSME was founded by Mr. Sugianto and Mrs. Irma in 2008 in Sidoluhur Hamlet, RT 02/RW 05, Sepanjang Village, Glenmore District, Banyuwangi Regency, East Java. The study on designing Standard Operating Procedures (SOP) for the sweet bread production process at UD Donato Bakery, Glenmore District, is a qualitative study. that the activities in qualitative data analysis are carried out interactively and continuously until complete, data analysis activities consist of data reduction, data presentation, and conclusion drawing. The results of the research conducted The implementation of Standard Operating Procedures (SOPs) that have been implemented and agreed upon have been running and implemented well by workers, but there are still workers who are not accustomed to the existence of Standard Operating Procedures (SOPs) such as the use of complete PPE (gloves, masks, etc.) during the production process. And there are processes that still need to be improved in order to maintain the quality of sweet bread, namely the use of PPE, recording tools and machines, weighing raw materials, the use of production machines and order in implementing SOPs. With the implementation of Standard Operating Procedures (SOPs), UD Donato Bakery workers can provide a better level of cleanliness and comfort than before. a. The production process of UD Donato Bakery Sweet Bread before the SOP there were 8 processes that began with the preparation of raw materials, weighing raw materials, mixing, weighing and dividing, rounding and filling, steamer, oven, and packaging. b. Draft Standard Operating Procedure in the production process of sweet bread at UD Donato Bakery's SOPs include raw material preparation, weighing, mixing, weighing, portioning, rounding, and filling, steaming, baking, and packaging. c. The implementation of Standard Operating Procedures (SOPs) in the sweet bread production process was evaluated, showing that the implementation of the Standard Operating Procedures (SOPs) was running well, but some workers were still unfamiliar with the process. Some areas need improvement, including the use of ADP (Application Devices), recording of tools and machines used for production, weighing raw materials, and the discipline of workers in implementing SOPs in the production process.*

*Keywords: Design, Standard Operating Procedures (SOPs), Sweet Bread*