

Standard Operating Procedure (SOP): Food Preparation, Portioning, and Storage Guidelines

This SOP details **food preparation, portioning, and storage guidelines** to ensure food safety, quality, and consistency. It covers proper hygiene practices during food handling, accurate portion control to maintain nutritional standards and minimize waste, and appropriate storage methods to preserve freshness and prevent contamination. The procedures aim to comply with health regulations and promote efficient kitchen operations.

1. Purpose

To establish standardized procedures for the safe and efficient preparation, accurate portioning, and proper storage of food to ensure quality, safety, and regulatory compliance.

2. Scope

This SOP applies to all kitchen staff involved in the handling, preparation, portioning, and storage of food items.

3. Responsibilities

- Kitchen Staff: Follow all guidelines and procedures outlined in this SOP.
- Supervisors/Managers: Ensure staff adherence and conduct periodic checks.
- Food Safety Team: Update the SOP as needed and provide training.

4. Procedures

4.1. Food Preparation

- Wash hands thoroughly with soap and water before and after handling food.
- Wear clean uniforms, hairnets, and disposable gloves as required.
- Sanitize all utensils, cutting boards, and surfaces before and after use.
- Use separate equipment for raw and cooked foods to prevent cross-contamination.
- Prepare food according to standardized recipes and procedures.

4.2. Portioning Guidelines

- Refer to standardized portion sizes as indicated in recipes or menu guidelines.
- Use calibrated scales, scoops, and measuring cups for accuracy.
- Label pre-portioned foods with the date and item name.
- Check portion consistency periodically to maintain quality and control food costs.

4.3. Food Storage Guidelines

- Store raw and cooked foods separately; keep raw food below cooked/ready-to-eat items in refrigerators.
- Use airtight, labeled containers for storage; include date of preparation and expiry/use-by date.
- Refrigerate perishable items immediately at $\pm 4^{\circ}\text{C}$ ($\pm 40^{\circ}\text{F}$).
- Store dry goods in a cool, dry, and well-ventilated area off the floor.
- Apply FIFO (First-In, First-Out) and FEFO (First-Expired, First-Out) inventory practices.
- Monitor storage temperatures daily and record in a log.

5. Monitoring and Documentation

- Log storage temperatures and cleaning schedules daily.
- Maintain records of portion control audits and food wastage reports.
- Report and correct any deviations from the SOP immediately.

6. Training

- All kitchen staff must receive training on this SOP before their first shift and ongoing refresher sessions.
- Document all training completed and retain records for inspection.

7. Review

This SOP will be reviewed at least annually or as needed to comply with updated regulations or menu changes.

8. References

- Local and national food safety regulations
- Company food safety policies
- Standardized recipe manuals

9. Appendices

Monitoring Log	Date	Staff Initials	Comments
Refrigerator Temp (°C)			
Dry Storage Inspection			
Portion Consistency Check			