

Standard Operating Procedure (SOP): Packaging, Plating, and Portion Control

This SOP details **packaging, plating, and portion control** procedures to ensure product consistency, quality, and presentation. It covers proper techniques for packaging to maintain freshness and safety, standardized plating methods for visual appeal and customer satisfaction, and precise portion control to manage costs and nutritional accuracy. Adhering to these guidelines helps optimize operational efficiency and improve overall customer experience.

1. Purpose

To define standardized procedures for packaging, plating, and portion control to ensure quality, consistency, and cost management across all food and beverage items.

2. Scope

This SOP applies to all staff involved in preparation, packaging, and serving of food items.

3. Responsibilities

- **Kitchen Staff:** Follow SOPs for portioning, plating, and packaging.
- **Supervisors:** Ensure compliance with procedures and conduct regular checks.
- **Quality Control:** Monitor output for consistency and report deviations.

4. Procedures

4.1 Packaging

1. Use only approved, food-grade packaging materials that are clean and undamaged.
2. Verify packaging is suitable for the type of food (hot/cold, wet/dry).
3. Wear gloves and use clean utensils when handling food.
4. Seal all packages securely to prevent contamination and leakage.
5. Label each package with:
 - Product name
 - Date and time of packaging
 - Allergen information (if applicable)
6. Store packaged items at appropriate temperatures until dispatched or served.

4.2 Plating

1. Use clean and undamaged plates or containers for each serving.
2. Arrange food attractively according to plating guidelines:
 - Center main proteins
 - Add sides and garnishes in designated areas
 - Avoid overfilling or spillage
3. Wipe plate edges for a clean presentation.
4. Ensure hot food is plated on warm dishes, cold food on chilled dishes.
5. Check each plate for consistency before serving.

4.3 Portion Control

1. Refer to standardized portion size charts for each menu item.
2. Use calibrated measuring devices (scales, scoops, ladles) for accuracy.
3. Record portion sizes on prep sheets daily.
4. Supervisors to verify portions during periodic checks.
5. Immediately address and correct any discrepancies in portion sizes.

5. Portion Size Reference Table (Sample)

Item	Portion Size	Measuring Tool
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Grilled Chicken Breast	150g	Digital Scale
Rice	100g	Scoop
Vegetable Medley	80g	Ladle
Soup	200ml	Ladle

6. Documentation and Records

- Maintain packaging, plating, and portioning logs daily.
- Retain training records for all staff handling food.
- Report and document any deviations immediately.

7. Review & Verification

- Review this SOP annually or upon menu/process changes.
- Conduct routine audits to ensure compliance.

8. References

- Food Safety Standards Authority Guidelines
- Internal Quality Assurance Manual